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ABSTRACT

This manual presents the operations of British Columbia's computerized facilities inventory for post-secondary institutions. A brief summary describes the kinds of code tables used, the forms used to feed data into the computer, the types of printout reports available, and the responsibilities of institutions using the system. More detailed sections of the manual tell the user how to set up and maintain the facilities inventory and list the codes used in the system. (PGD)

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POST-SECONDARY INSTITUTIONS

FACILITIES INVENTORY OPERATING MANUAL

Ministry of Education

Province of British Columbia

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Preface

The purpose of the Post-Secondary Institutions Facilities Inventory Operating Manual is to explain the computer system used to make a facilities inventory and to give the system's procedures for both setting up an inventory and keeping it current. The Facilities Services Division of the Ministry of Education, in conjunction with a B.C. Colleges Task Force compiled the manual. Members of the task force, all with long experience in the planning and management of physical facilities in post-secondary educational institutions, were Richard Smyth, B.C. Institute of Technology; James Whatmore, Pacific Vocational Institute; Alan Smith, Capilano College; and George Gowlland, Okanagan College. The task force received valuable assistance in developing the inventory system from Dr. Walter Wattamaniuk of the office of analytical studies at Simon Fraser University.

The Ministry of education in compiling the Facilities Inventory Operating Manual drew upon information in the Higher Education Facilities Inventory and Classification Procedures Manual, published by the U.S. Office of Education in 1968 and revised by the National Centre for Higher Education Management Systems at the Western Interstate Commission for Higher Education (WICHE), and would like to thank the publishers for permission to reprint from their text. The facilities inventory system became fully operational in B.C. post-secondary institutions on October 1, 1978.

G.W. Shuttleworth.
Facilities Services Division.
Ministry of Education.
Government of British Columbia.
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SECTION 1

INTRODUCTION TO THE FACILITIES INVENTORY COMPUTER SYSTEM

SECTION 1

Introduction to the Facilities Inventory Computer System

The facilities inventories of all colleges and institutes in B.C. are stored on a computer master file. The computer systems used for (i) coding the facilities information, (ii) feeding the information into the computer and (iii) taking information from the computer are summarized below. The summary gives an overview of the inventory recording system before looking at it in greater detail.

1.1. Code Tables

Facilities information or data must be coded before it can be put into the computer. Two types of Code tables are used to do the coding: Universal Code Tables and Discretionary Code Tables.

Universal Code Tables contain codes for facilities information that is universal or common to all institutions such as types of space or space functions. A table entry consists of a code value (a number, or number-letter combination) and a corresponding clear language description, e.g., 110 Classroom. Universal Code Tables are listed in this manual.

Discretionary Code Tables, contain items that are unique to individual colleges such as the name of a campus, or the particular buildings on that campus. Since Discretionary Code Tables apply only to individual institutions, the institutions themselves must make up these tables. Directions and forms are provided. Once the institution registers their discretionary code tables with the computer, they request a print out of the tables from the computer to use when coding their space inventories.

These two types of code tables must be stored in the computer. Universal Code Tables are the ministry's responsibility; it puts the tables into the computer and notifies the institutions of any changes to them. Discretionary Code Tables, on the other hand, are the responsibility of each institution, which must initially make up the code sheets, send the code sheets to the computer, and keep the codes updated, notifying the computer of any changes to them.

1.2. Data Entry Sheets - Space Data File

Data Entry Sheets are the forms on which coded facilities information is recorded and fed into the computer to create the Space Data File for a given institute. Using the code tables and relevant facilities documents such as building floor plans, institutions list their facilities space by space, floor by floor and building by building on these sheets. The Space Data File is the inventory of all spaces within an institution. The Master File is the inventory of spaces within all the institutions in B.C.

Besides being used to record the initial inventory, Data Entry Sheets are also used for updating. A space inventory, like any inventory, changes and to keep the space file current it must be periodically updated.

Data Entry Sheets consist of lines and headed columns. An individual room or space is put on each line, and the columns or groups of columns give a separate piece of information about that space, for example, it's area, function or use ratio. Detailed procedures are given herein on how to fill out the columns and where to look for the needed information.

When sending Data Entry Sheets to the computer two additional forms must accompany them: a Batch Control Sheet and a Run Request Sheet. A Batch Control Sheet must be attached to each batch of not more than 10 Data Sheets; its function is to control the number of Data Sheets. A Run Request Sheet gives the keypunch operator details about the job and what the institution is requesting the computer to do.

Each space record on a Data Entry Sheet is edited by the computer. Only those records that pass the edit test are registered in the Master File; those that fail are rejected and must be resubmitted with the mistakes corrected before they will be accepted by the computer. It should be noted that the computer is programmed to detect only some errors; other errors it is unable to catch. Therefore, much of the responsibility for an accurate Master File rests with the institutions taking care to correctly code their facilities data.

After the institutions have submitted a batch(es) of Data Entry Sheets, they will receive back from the computer (i) a pre-edit, the key-punched list of all the space records they have submitted, (ii) an edit-update, a list pointing out which records have been rejected and the reason, and (iii) a post edit, a check to see if prorated spaces (discussed later) add up to 100%. Rejected records must be corrected and resubmitted on a new Data Entry Sheet. The computer will again send back to the institution the three edit printouts on the resubmissions letting them know if everything is now correct.

1.3. Printout Reports

The code tables (the Universal Code Tables from the ministry and the Discretionary Code Tables from the institutions) and the Data Entry Sheet space records make up the input into the computer. Output is produced from this input in the form of printouts which detail, correlate and summarize the facilities information. Two main categories of printouts are available: Detail Reports and Summary Reports. Requests for reports are made on Run Request Sheets.

Detailed Reports are intended primarily as a working tool for institutions and will not normally be required by the ministry. These reports can be very useful in the day to day administration of the institution furnishing detailed information that will aid in scheduling spaces and in managing telephones, maintenance and security. Detailed reports can also be useful in analysing the use and allocation of facilities and in planning for future facilities needed. There are four Detail Reports:

Report A: gives a complete list of the institutions space file

Report B: is a simplified version giving only the information relevant to the management of space

Report C: lists separately the spaces attributed to each administrative unit

Report D: groups all similar spaces within each separate building.

Summary Reports are intended primarily for the ministry and its Advisory Councils to provide them with information to help make financial decisions on a consistent and equitable basis. Institutions, however, may also find summaries useful. The summaries are divided into two series, an E-Series and an F-Series.

The E-Series relates space types to the functions which they serve, giving the number of spaces and their total square footage. The F-Series relates space types to the educational programs which they accommodate, giving the number of spaces and their total square footage.

1.4. Institutions Inventory Responsibilities

Reviewing the introduction, this is what the computer inventory system requires of the individual institution:

1.4.1. The institution should be thoroughly familiar with the facilities inventory computer system as it is explained in this manual, knowing what has to be put into the computer and what can be taken from it.

1.4.2. Most institutions in B.C. have initially recorded their facilities inventories on the Master File. The main job, therefore, will be to maintain or keep the inventory current. Besides major changes to the inventories such as adding or deleting buildings or sections of buildings, changes in a space's size, user or function or in any other of its information categories on the Data Entry Sheet must be registered with the computer.

When should inventories be updated? As an absolute minimum the facilities inventory must be brought completely up to date at least once every year. November 30th is recommended. It is strongly recommended, however, that inventory taking will be much simplified if it is performed as an ongoing routine. Major additions to or deletions from the inventory should be passed to the Master File at regular intervals, for example, monthly or quarterly.

1.4.3. What is required to record facilities information:

(a) The manual for directions

(b) Code Tables
- Universal Code Tables in this manual
- Discretionary Code Tables (computer printout Tables List)

If additions, deletions, or changes are being made to the tables you will need the appropriate code table sheets.

(c) Data Entry Sheets and to send in with them Batch Control Sheets and Run Request Sheets

(d) Printout Report A showing the originals record of the spaces is required if space records are being deleted or changed.

(e) Building floor plans as well as using agency records, and any other facilities related documents are required to supply inventory information.

1.4.4. Respond promptly to the computer's rejection of any incorrectly coded space records that have been sumitted. Make the necessary corrections and resubmit the records.

1.4.5. Know what printouts are available and request the ones most useful for managing, and for making decisions.

SECTION 2

SETTING UP AND MAINTAINING FACILITIES INVENTORY

SECTION 2

Setting up and Maintaining Facilities Inventory

2.1. Using and Maintaining Universal Code Tables

Universal Code Tables, as was mentioned in the introduction, have been formulated by the ministry. They contain codes for the seven informational fields listed below that are used when filling out Data Sheets. Accompanying the codes and clear language descriptions are discussions that clearly set out what the code applies to.

Universal Code Applications:

Institution - each institution in B.C. is given a unique code

Portability - facilities can be either permanent, demountable, relocatable or mobile

Ownership - facilities can be either owned, leased, shared or temporary

Space Type - the many types of spaces are summarily listed by code and clear language description. Following the summary each space is detailed in terms of its definition, description, and limitations so that there is no doubt as to what a particular space type refers to.

Function - all the different functions that spaces are used for are summarily listed by code and clear language description. Subsequently, each function is detailed.

Program - all programs in colleges in B.C. are listed by code and clear language description.

Station Type - all types of work stations are coded, for example, tables and chairs, carrels, lab. benches, and so on.

The Universal Code Tables are found in the appendix.

Universal Code Tables are updated by the ministry when existing codes and descriptions are no longer appropriate. The ministry, however, will rely on the colleges to recommend changes when they find inadequacies in the tables. The chart which follows summarizes the changes that may be made to the seven universal codes.

CODE TABLE CHANGES

Code Table	Data element	Col.	What has to be changed and when	By whom	What institutions must do
UNIVERSAL CODE TABLES	Institution (COSIINST)	1, 2	New code value and clear language description to be provided for each new institution added to the inventory	Ministry see appendix 3.1.	Nothing
	Portability (COSIPORT) Ownership (COSIOWNR)	8, 9	Unlikely to change but always possible	Ministry see appendix 3.2. and 3.3.	Notify the Ministry, Facilities Services Division, as soon as it becomes apparent that current codes and descriptions are inappropriate to: -A new type of building -New leasing or occupancy arrangements -An unusual or innovative type of space Provide a description of the new situation indicating specifically why it is "different" so that the Ministry may raise a new code and associated descriptions and inform all colleges of an amendment to the manual.
	Space type (COSISPTY)	16, 17, 18	A new code value and clear language description to be added to the code table for any new space type which is acquired or created to meet new educational needs or programs and for which there is no appropriate code or description in the existing tables.	Ministry see appendix 3.4.	
	Using Agency Function (COSIFUNC)	38, 39	Unlikely to change but will be subject to review periodically by the Ministry. Changes will only be made after discussion with all institutions.	Ministry see appendix 3.5.	Notify the Ministry, Facilities Services Division if it becomes apparent that the current code and descriptions are misleading or inapropriate.
	Using Agency Program (COSIPROG)	40, 41, 42, 43	Program code tables will be reviewed periodically by Ministry, Facilities Services Div. with Educational Data Services, and amendments to the manual will be issued.	Ministry see appendix 3.6.	Notify the Ministry, Facilities Service Division if existing tables are found to be inappropriate.
	Station Type	49	Space type tables will be reviewed periodically by the ministry.	Ministry see appendix 3.7.	

2.2. Coding Conventions

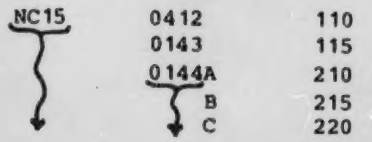
Before discussing the Discretionary Code Tables and the space data file it would be appropriate to become familiar with the conventions used when filling out the report forms.

2.2.1. Coding Repeating Fields

Each line coded on a table or data sheet is a separate entry and must contain all the fields of information necessary to it. This recording method can lead to code fields being repeated line after line. For ease of coding, a form of ditto mark shown below can be used to simplify the recording of such repetitions.

NC15	0142	110
NC15	0143	115
NC15	0144A	210
NC15	0144B	215
NC15	0144C	220

is coded



2.2.2. Similar Numbers and Letters

Coding is always done in PRINTED BLOCK CAPITALS.

Some letters and numbers are similar and can potentially be confused by keypunch operators. To avoid any confusion, the following conventions have been established.

(a) the letter O (oh) and the number 0 (zero) "ohs" are crossed, "zeros" are not.

(b) the letter Z (zed) and the number 2 (two) "zeds" are crossed, "twos" are not.

(c) the letter I (eye) and the number 1 (one) "eyes" are crossed tops and bottoms, "ones" are simply a vertical stroke.

(d) sevens should not be crossed.

(e) there is no convention for S (ess) and 5 (five). They must therefore be written particularly carefully.

Thus:
Space Designation: S3 275Z
Space Type: 110
Clear Language Description: Class Room Physics

is coded: S 275Ƶ 110 CLASS RØØM PHYSICS

2.2.3. Alpha-numeric vs. numeric fields:

On the Table Definition coding Sheets as well as on the Data Entry Sheets each item of information to be recorded is separately identified and allocated a "field" of one or more columns to carry the appropriate code. Thus the field for the code for Building, Ownership or Portability has one column, and those for Institution and Campus has two columns each. The field for Space Type has three columns and so forth.

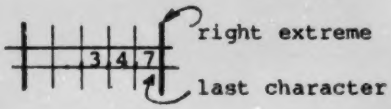
The fields are of two types, alpha-numeric and numeric, and are determined by what the computer has been programed to accept. The instructions for setting up the space data file which follows (2.4.1) indicates which field type is to be used.

For a numeric field the computer will accept only numbers and blanks. A blank wherever it occurs will automatically have a value to the computer and forms part of the field identification. The numeric fields are right-justified (see below).

For an alpha-numeric field the computer will accept alphabetic characters, numbers and symbols that appear on the standard typewriter. As in the numeric field the blank has a value like any other character used to code and forms part of the field identification. The alpha-numeric fields are left-justified (see below).

(a) Right-justified (numeric fields) means that the last character of information to be put in this field must occupy the space to the immediate left of the dark line at the right extreme of the field.

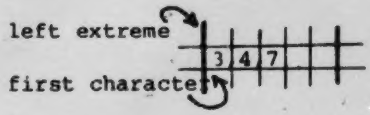
For example:



In right-justified numeric fields blanks lead.

(b) Left-justified (alpha-numeric fields) means that the first character of information to be put in this field must occupy the space to the immediate right of the dark line at the left extreme of the field.

For example:



In left-justified alpha-numeric fields blanks trail.

2.3. Filling Out Discretionary Code Table Sheets

There are 3 Discretionary Code Tables, Campus Code, Building Code, and using Agency Unit, and each table has a separate coding sheet. These tables are originally compiled by the colleges and are also updated by them. When creating new codes fill all the columns provided for each code.

2.3.1. Setting Up

(a) CAMPUS CODE (COSICAMPTE) See sample Campus Coding Sheet.

A table entry or record is required for each campus within each institute or college. This record is comprised of a Code and a Clear Language name for each campus. Colleges with only one campus will have a table with only one entry. The most common method of constructing the Campus Code table is by numbering the main campus 01 and then sequentially numbering the other campuses 02, 03, etc.

To ensure that the Campus Code identifies a specific campus the College Code, taken from the Universal Code Tables, must also be recorded in Columns 13 and 14 of the Campus Coding Sheet. The Campus Code is entered in Columns 15 and 16 and is alpha-numeric. The Campus Name is entered in Columns 43 to 72.

(b) BUILDING CODE (COSIBLDGTE) See sample Building Code Sheet.

Each building must have a unique code. Thus, on the Building Code Sheet, to the College Code and Campus Code repeated as above, is added a Building Code in Columns 17 to 19. A clear language description of the buildings is also required in Columns 43 to 72.

The most common method of constructing the Building Code Table is by sequentially numbering the buildings within a campus starting with 001. This method does not allow for defining sectors within a campus and therefore the college may find it useful to use one of the first two spaces of the Building Code to designate a sector.

Some examples:

Building Code		Description
01A	-	sector 01 building A
A11	-	sector A building 11
	or	sector A1 building 1

By repeating the College and Campus Codes along with the Building Code it is possible to repeat building codes. For example, "Building 001 Administration" will be identified by the computer for College 31 on Campus 01 as being different from "Building 001 Administration" for the same college on Campus 03. The Building Code is alpha-numeric.

(c) USING AGENCY UNIT (COSIUNITTE) See sample Using Agency Unit Coding Sheet

The College Code is repeated here and to it is added a code and clear language description for each separate using unit. Using units are the administrative units that are assigned space and are responsible for it. Using Agency Unit Codes are alpha-numeric filling all of Columns 15 to 19. A clear language description of each using agent is given in columns 44 to 72.

The construction of the Using Unit Code Table is generally determined by the numbering system currently used in the financial system of the college. If a Using Unit Code is not presently in use then any alphanumeric code may be constructed. It is advisable that the college use a purely alphabet code only if it is sure that it will not require more than ten using units during its life. Abbreviated word codes soon become too cumbersome to use as the quantity of code values increase.

2.3.2. Updating

Code Table Sheets are also used for updating any of the Discretionary Code tables. The instructions for updating Campus, Building and Using Agency Code Tables are the same:

(a) Table Deletions

(i) Enter "y" in column 12.

(ii) Enter the existing code values up to the "DO NOT USE" section. Take these from a printout of the existing code tables but do not transfer the clear language description in columns 43 to 72.

NOTE: When deleting a code table entry (such as removing a building)

(i) first delete the associated space data file entries (i.e. remove all the individual spaces)

(ii) then delete the code table entry

(b) Table Additions

(i) leave column 12 blank.

(ii) enter the new code values up to the DO NOT USE section.

(iii) enter a description of the new table item in columns 43 to 72.

NOTE: When adding a code table entry (such as adding a new building)

(i) first add the new code table entry

(ii) then submit the detailed space records

(c) Table Changes

In order to change any portion of a table entry it is necessary to

(i) complete a Table Deletion for the existing table entry

(ii) complete a Table Addition for the revised entry.

NOTE: A change requires two lines.

A RUN REQUEST Sheet only must accompany the Table Coding Sheet(s) when the updates are submitted to the computer agency. Request a Table List on the Run Request Sheet. No Batch Control Sheet, however, is required for Code Table updates.

The chart which follows summarizes Discretionary Code Table updating.

CODE TABLE UPDATES

Code Table	Data element	Col.	What has to be changed and when	By whom	What institutions must do
DISCRETIONARY CODE TABLES	Campus (COSICAMP)	15-16	Code values and clear language descriptions must be added, deleted, or changed when: a) A campus is added or an existing campus closed b) A new building is acquired or an existing one released c) A change is made in the organization & responsibility for space reallocated	Institution or College	1) Fill out the necessary Code Table Sheets as described above and send them to the computer. 2) Changes to the code tables automatically mean that changes have to be made to the Space File Data. Data Entry Sheets would be filled out as instructed in the following information
	Building (COSIBLDG)	17-19			
	Usingy Agency Unit (COSIUNIT)	15-19			

TABLE DEFINITION CODING SHEET

DISCRETIONARY TABLE: 1 of 3

TABLE NAME	DEL-ETE	COLL CODE	CAMP CODE	DO NOT USE	CAMPUS NAME	DO NOT USE	
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	
C 0 S Z C A M P T E							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14
							15
							16
							17
							18
							19
							20
							21
							22
							23
							24
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16	17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	

COLLEGE SPACE INVENTORY SYSTEM

I CAMPUS CODES

INSTITUTION:

CODED BY:

DATE:

PAGE: of

TABLE DEFINITION CODING SHEET

DISCRETIONARY TABLE: 2 of 3

TABLE NAME	DEL-ETE	COLL CODE	CAMP CODE	BLDG CODE	DO NOT USE	BUILDING NAME	DO NOT USE	
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16	17 18 19	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	
C 0 S I B L D G T E								1
								2
								3
								4
								5
								6
								7
								8
								9
								10
								11
								12
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								22
								23
								24
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16	17 18 19	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42	43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	

COLLEGE SPACE INVENTORY SYSTEM
2 BUILDING CODES

INSTITUTION:

CODED BY:

DATE:

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TABLE DEFINITION CODING SHEET

DISCRETIONARY TABLE: 3 of 3

TABLE NAME	DEL-ETE	COLL CODE	US'G AGENCY UNIT CODE	DO NOT USE	USING AGENCY UNIT	DO NOT USE	
1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16 17 18 19	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	
C0SIUNIYTE							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
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1 2 3 4 5 6 7 8 9 10	11 12	13 14	15 16 17 18 19	20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72	73 74 75 76 77 78 79 80	

COLLEGE SPACE INVENTORY SYSTEM
3 USING AGENCY UNIT CODES

INSTITUTION:
CODED BY:
DATE:
PAGE: of

2.4. Space Data File

2.4.1. Setting up the Space Data File

The Space Data File contains a single record for each unique space in the institution. The records are listed on Data Entry Sheets (see sample). Each record takes one horizontal line and contains a number of separate pieces of information called fields. A field can take up one column or a group of several columns on a Data Sheet. All columns are numbered. Below is a detailed definition of each field and the instructions for filling out or coding the field on the Data Entry Sheet.

Fields in the Space Data File

Column No.		
1 & 2	Institution	
	definition:	the college or institute that is administratively responsible for the space.
	instructions:	the code is listed in the Universal Code Tables under Colleges and Institutes. The field type is alpha-numeric.
3 & 4	Campus	
	definition:	designates each separate campus/site/satellite under the jurisdiction of the institution.
	instructions:	the codes are listed in the Discretionary Code Tables under Campus Codes. The field is alpha-numeric.
5 - 7	Building	
	definition:	designates the specific building within which the coded space is located.
	instructions:	the codes are listed in the Discretionary Code Tables under Building Codes. The field is alpha-numeric.
8	Portability	
	definition:	describes the degree of permanence of each building.
	instructions:	the codes are listed in the Universal Code Tables under Building Permanence/Portability.
9	Ownership	
	definition:	denotes the ownership status of the building (or part of the building): owned, leased, shared or temporary.
	instructions:	the codes are listed in the Universal Code Tables under Building Ownership.
10 - 15	Space Designation	
	definition:	the distinguishing number, name, or title of the space. It always corresponds to the identifier (room number) found on site. Its purpose is to identify each separate room or space and its location within (or in close proximity to) a building.

Column No.

In a case where there is no visible on-site identifier, reference blue prints should be consulted or an identifier may be assigned for coding purpose by the institute.

Open areas (space types 280 and 287) may not have any association with a specific building. In this case a dummy space designation code "OPA" is used.

instructions: the field is 6 columns, columns 10 thru 15. Columns 10 and 15 are for alpha characters only which may be used as prefix or suffix to columns 11 thru 14 which are for numbers only, with the exception of the letters OPA (which is used for open air instructional areas). Columns 10 and 15 may be left blank. Every space record must have an identifier entered in this field.

The following are examples of how these simple provisions may be used to develop a system for easy identification of spaces.

alpha characters only	numbers only				alpha characters only	
10	11	12	13	14	15	column numbers
C	9	0	3	6		C wing: level 9: room 036
		2	3	6		level 2: room 36
			3	6		room 36
			3	6	A	unnumbered room contiguous to room 36
		O	P	A		undesignated open area

16 - 18 Space Type
definition: the type of space or room as categorized and defined in the Universal Code Tables.

instructions: the codes are listed in the Universal Code Tables under Space Type in both summary and detailed form. The summary gives all the space categories and the detail discusses each category. The field is alpha-numeric.

19 - 26 Space Length and Width
definition: if the space is rectangular, the length refers to the long dimension measured between inner wall surfaces. If the space is not rectangular, the field is left blank. See Space Area and Space Shape for further instructions.

Column No.		
	instructions:	units are feet and a decimal is assumed between the third and fourth digits of the field. It is suggested that the length be measured to the nearest one half foot (under the metric system length and width will be measured to the nearest one-fifth metre). In areas of whole feet, no inches - a zero must be entered in the extreme right hand column. This field is numeric and therefore is right-justified.
		N.B. In some instances areas are available from earlier existing records but not dimensions. In this case the dimension columns may be left blank and the area filled in Columns 27-31.
27-31	Space Area	
	definition:	the area of the space in square feet.
	instructions:	when dimensions are available for rectangular rooms, this field is left blank. The space area will be calculated by machine at the computer agency. For irregular rooms, the area is calculated at the time of the inventory to the nearest square foot and coded with the decimal assumed after the last digit of the field. (Under the metric system areas of irregular rooms will be calculated to the nearest one quarter of a square metre with the decimal assumed between the fourth and fifth digits of the field.) This field is numeric and right-justified. For space types 280 and 287 leave the width and length blank and put a 0 in the extreme right hand column of Area.
32	Space Shape	
	definition:	denotes whether the space is rectangular or not.
	instructions:	if the space is rectangular the field is left blank; if the space is irregular the field is coded "I".
33 - 37	Using Agency Unit	
	definition:	the administrative unit that is assigned the space and is responsible for it. This data element is used to identify administrative units responsible for designated blocks or groups of spaces. Making such units cost control centres has obvious advantages.
	instructions:	the codes are listed in the Discretionary Code Tables under Using Agency Unit Code. The field is alpha-numeric. All columns are to be filled in.
38 - 39	Using Agency Function	
	definition:	identifies the types of activities that the Using Agency uses the space for; e.g. instruction, administration.
	instructions:	the codes are listed in the Universal Code Tables under Using Agency Function in both a summary and detail form. This field is numeric.

Column No.

40 - 43 Using Agency Program

definition: the educational programs to which dedicated spaces are allocated.

instructions: the codes are listed in the Universal Code Tables under Using Agency Program in both a summary and detail form. The field is numeric.

44 - 45 Use Ratio

definition: used only when a space is physically shared and therefore must be attributed to more than one Space Type, Using Agency Unit Function, or Program.

instructions: a second and if necessary a third record is struck for each unique combination of the above data elements. The field is numeric and is therefore right-justified. The percentage of space attributed to each of the sharers is recorded to the nearest 5%.

Example:
A space shared by two different programs, Health Care Management and Health Data Technology, requires two records or lines on the Data Entry Sheet. Use Ratio is recorded as:

45% - 1060 Health Care Management
55% - 1070 Health Data Technology

Note that the sum of the prorated percentages must equal 100%.

Not more than three prorations should be entertained. If a space is subdivided into more than three Space Types, and/or Using Agency Units, Functions or Programs it should be attributed to the predominant users. The total area must be entered each time for each separate prorated space. The computer will do the calculations.

When a space is attributed to one user or a predominant user these columns are left blank.

Possible Problems:

Prorating Constraint:

Is the constraint of not more than 3 prorations absolute? NO. It is intended to avoid the complications which arise from almost unlimited permutations if this technique is used excessively.

The rule was broken, for example, in the case of a tool room serving four instructional shops concurrently and equally as at Okanagan College.

Note, however, that time sharing will not be prorated. Time-shared spaces should be attributed to the predominant user, program or function.

Column No.

46 - 48 Scheduled Capacity

definition: The number assumed by the institution as the maximum scheduled capacity for that particular room.

instructions: figures are to be provided by the institutions. The field is numeric and is right-justified.

Scheduled capacity must be completed for the following space types, and only for these. The computer edit program will reject records for these space types if it is not filled in, or where a capacity has been entered but is NOT called for.

110	classrooms
210	class laboratory
220	special class laboratory
230	individual study laboratory
250	non-class laboratory
260	instructional shop fixed equipment
270	instructional shop movable equipment
350	conference rooms (office related)
410	reading study room
420	open stack reading room
610	assembly
630	food facilities - cafeteria seating

49 Station Type

definition: the type of student station according to the given classification.

instructions: the codes are listed in the Universal Code Tables under Station Type. The field is alpha-numeric.

50 - 53 For Institute Use

definition: these four columns have been reserved for use by the institutes and colleges at their own descretion.

instructions: Notify the Ministry, Facilities Services Division, of the proposed use of these columns so that good ideas can be shared.

54 - 75 Space Description

definition: a clear language description of the space's use or special attributes. A space designated by code simple as "office" might here be termed general office, or the name it actually goes by. Another space coded as office service might be termed reception and waiting.

instructions: the field is alpha-numeric and is supplied by the institution. The field is left-justified.

76 Transaction

definition: denotes whether the line recorded is an addition, deletion or change.

Column No.

instructions: the codes are as follows: A-add, D-delete; C-change. The field is alpha-numeric. Each record must have a transaction code.

77 - 80 **Inventory Date**

definition: the year (two columns) and month (two columns) in which the current transaction is being done.

instructions: the field type is numeric. Each record must have a date.

					Space						Using Agency									Inventory Date	
Institution	Campus	Building	Permanency	Ownership	Designation	Type	Length	Width	Area	Shape	Unit	Function	Program	Use Basis	Scheduled Capacity	Sta. Type	For Institution Use	Space Description	Transaction	Y Y M M	
1 2	3 4	5 6 7	8	9	10 11 12 13 14 15	16 17 18	19 20 21 22	23 24 25 26	27 28 29 30 31	32	33 34 35 36 37	38 39	40 41 42 43	44 45	46 47 48	49	50 51 52 53	54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	76	77 78 79 80	
																					1
																					2
																					3
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1 2	3 4	5 6 7	8	9	10 11 12 13 14 15	16 17 18	19 20 21 22	23 24 25 26	27 28 29 30 31	32	33 34 35 36 37	38 39	40 41 42 43	44 45	46 47 48	49	50 51 52 53	54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	76	77 78 79 80	

Key Fields

COLLEGES FACILITIES INVENTORY COMPUTER FILE DATA ENTRY SHEET

SURVEYOR: DATE: INSTITUTION: CAMPUS: BUILDING: SHEET OF

2.4.2. Updating

Changes to the Space Data File may be made necessary by:

- adding new spaces: new buildings, new floors of existing buildings, extensions.
- vacating spaces
- changing
  - (a) space contents to make a new space type; e.g., labs to classrooms
  - (b) partition layouts
  - (c) function or program for which the space was used.

Before looking at the instructions for updating the Space File, a distinction must be made between key fields and non-key fields. Fields that control the addition, deletion and change of records in the Space Data File are called key fields. The key fields are:

Data Entry Sheet Column	Code
1	Institute
	Campus
	Building
to	Portability
	Ownership
	Space Designation
18	Space Type
33	Using Agency Unit
	Using Agency Function
to	
43	Using Agency Program (only when shown in the Report A otherwise it is not part of the key field.)

All other fields on the Data Entry Sheet are called non key fields. Non key fields are:

Data Entry Sheet Column	Code
19	Length
	Width
to	Area
32	Shape
44	Use Ratio
	Scheduled Capacity
	Station Type
to	For Institute Use
	Language Description
	Transaction
80	Inventory Date

Instructions for Updating the Space Data File

Space File Addition

a) raise a complete new record. Code all key fields and other relevant columns on the Data Entry Sheet.

b) enter A in column 76.

c) enter the date of the transaction YY (year) MM (month) in columns 77-80.

Space File Deletion

(a) copy from Report A onto the Data Entry Sheet all key fields (but not the non-key fields) relevant to the space being deleted.

(b) enter D in column 76.

(c) enter the date of the transaction in columns 77-80.

Space File Changes to Key Fields

(a) complete a Space File Deletion for the existing entry.

(b) complete a Space File Addition for the revised entry.

NOTE: a change requires two lines.

Space File Changes to Non-Key Fields

(a) copy from Report A all the key fields of the space being changed.

(b) on the same line enter only the non-key field information that you are changing. Columns in a non-key field that are left blank will cause no change to the record. Do not use N/A (not applicable) - simply leave a blank.

(c) enter C in column 76 and the date of the transaction in columns 77-80.

Caveat

When changing a Discretionary Code item, e.g. deleting or adding a building for example, in order to bring the detailed space record file into line with this change, remember:

(a) old records to be deleted must be submitted to the computer BEFORE the building is removed from the Code Table.

(b) new records to be added must be submitted AFTER the new building has been entered in the Code Table.

(c) The correct sequencing of this process is of paramount importance.

(d) A Batch Control Sheet (one for every ten or less Data Entry Sheets) and a Run Request Sheet must accompany the Data Entry Sheet updates when they are submitted to the computer agency.

(e) at no time use N/A as an input value.

2.5. Input Sheet Processing

A Batch Control Sheet must be attached to each batch of not more than 10 Data Entry Sheets. NO Batch Control sheet is required for code table updates.

The Batch Control Sheet is completed as below: (see example Batch Sheet following)

(a) Batch Control Serial No. - supplied by the Institution to identify each batch.

(b) College Code - codes for all colleges in B.C. are listed in the Universal Code Tables under Colleges and Institutes.

(c) Batch Name - the initials of the person coding the information.

(d) Batch number - used to indicate a particular batch within a series of "n" batches. The total number of batches is recorded at the bottom of the Batch Control Sheet.

(e) Card Count - the number of records in the batch. The edit program will count the number of records entered and compare its figure with the Card Count. If the figures are not the same, the computer will printout a warning.

(f) Ignore the row of numbers, they are for keypunch operators.

(g) Special Instructions - for Ministry use only.

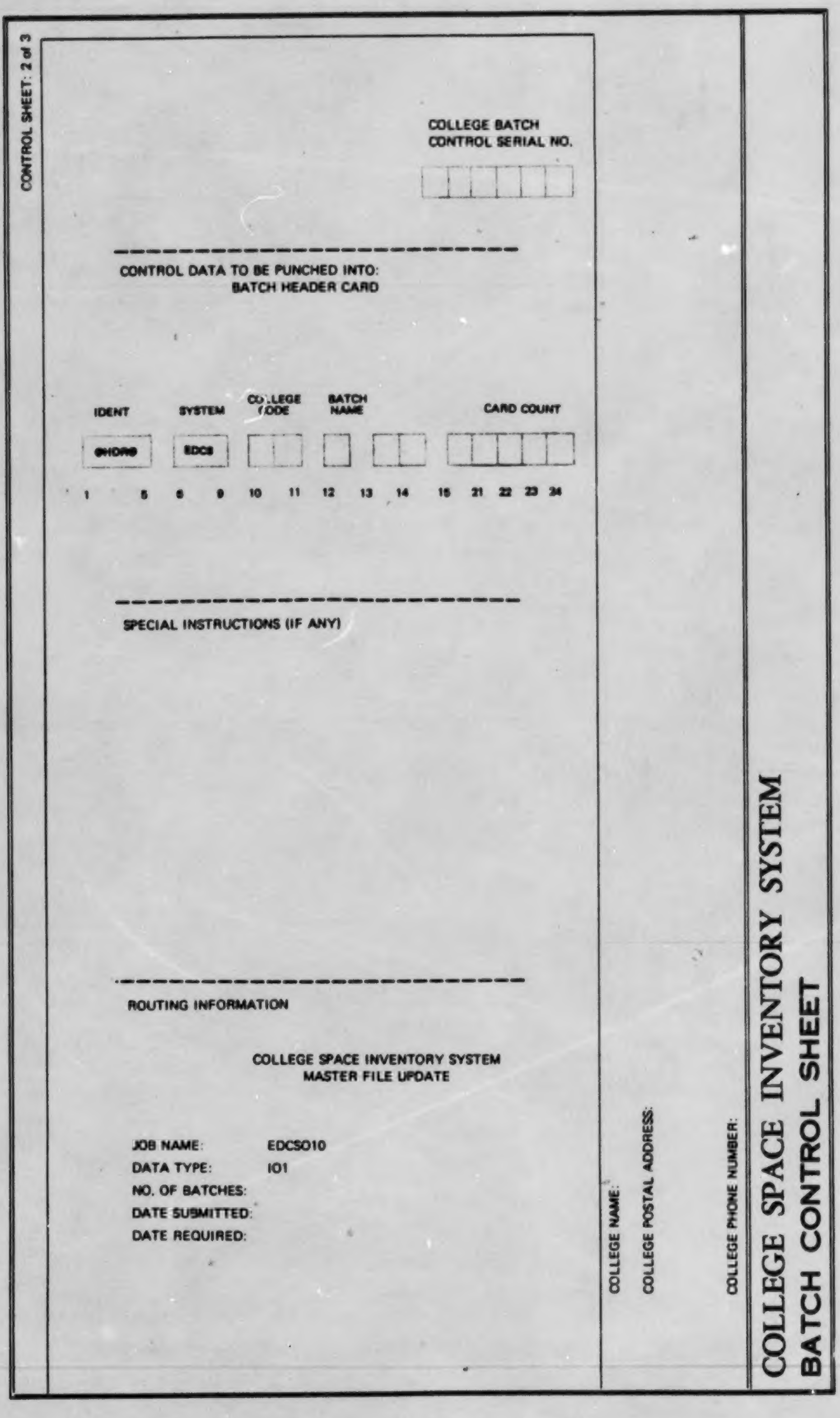
(h) No. of Batches - helps the keypunch operators insure that all batches have been punched.

(i) Date Submitted - the date the batch was sent.

(j) Date Required - the date by which the institution wants the batches punched and returned.

2.6. Batch Control Log

The Batch Control Log is used by the institution to keep track of the flow of material to and from the computer centre. This log is retained by the institution and is not forwarded with other forms. An example is given.



CONTROL SHEET: 2 of 3

COLLEGE BATCH
CONTROL SERIAL NO.

CONTROL DATA TO BE PUNCHED INTO:
BATCH HEADER CARD

IDENT	SYSTEM	COLLEGE CODE	BATCH NAME		CARD COUNT
@HDR@	EDCS				
1 5	6 9	10 11	12	13 14	15 21 22 23 24

SPECIAL INSTRUCTIONS (IF ANY)

ROUTING INFORMATION

COLLEGE SPACE INVENTORY SYSTEM
MASTER FILE UPDATE

JOB NAME: EDCS010
DATA TYPE: I01
NO. OF BATCHES:
DATE SUBMITTED:
DATE REQUIRED:

COLLEGE NAME:

COLLEGE POSTAL ADDRESS:

COLLEGE PHONE NUMBER:

COLLEGE SPACE INVENTORY SYSTEM
BATCH CONTROL SHEET

								TABLES				DATA		CONTROL SHEET: 1 of 3	
BATCH CONTROL NO.	COLLEGE CODE	BATCH NUMBER	BATCH NAME	CARD COUNT	DATE SUBMITTED	DATE REQUIRED	DATE RETURNED	UPDATE	ADDITION	DELETION	ERROR CORRECTED	UPDATE	ADDITION	DELETION	ERROR CORRECTED

COLLEGE SPACE INVENTORY SYSTEM
BATCH CONTROL LOG

2.7. Run Request Sheet

2.7.1. Completing a Run Request Sheet

A Run Request Sheet is sent to the computer with batches of Data Sheets and revised Discretionary Code Table Sheets to indicate which program is to be run. The Run Request Sheet is also used to request computer printouts:

(a) when submitting Discretionary Code Table Input Sheets, request a Tables List.

(b) when submitting Space Data File Entry Sheets request a Pre-Edit, Edit-Update and Post-Edit.

(c) request the Detail Reports and the Summary Reports you desire.

2.7.2. The Run Request Sheet is completed as follows: (see example Request Sheet following)

(a) CHECK IF REQ'D: indicates the code of the job to be run.

(b) JOB NUMBER/NAME/DESCRIPTION: describe in clear language the particular job(s) to be run.

(c) INPUT: indicates whether new data input is required to run the job.

(d) CONTROL CARD AND COLLEGE CODE NUMBER: insert the college code in the appropriate boxes of the job(s) to be run.

(e) NUMBER OF COPIES: insert the number of copies of each job required.

(f) DATE SUBMITTED: enter the date the request is submitted.

(g) DATE REQUIRED: enter the date by which the job is to be returned.

(h) enter the institution's name and code at the bottom of the form.

Since the Table Update and Table List apply to all institutions, no institution code is necessary when requesting either of these two jobs. Of the above items; items a, d, e, f, g, and h must have entries; b, and c require no entries.

CONTROL SHEET: 3 of 3

CHECK IF REQ'D	JOB NUMBER	JOB NAME	DESCRIPTION	INPUT	CONTROL CARD AND COLLEGE CODE NUMBER	No. COPIES	DATE SUBMITTED	DATE REQUIRED
	EDCS001	TABLE UPDATE	UPDATE THE SYSTEM TABLES	YES	NONE			
	EDCS002	TABLE LIST	LIST SYSTEM TABLES/DEFNS	NO	NONE			
	EDCS010	EDIT/UPDATE	PRE-EDIT	YES	COSI010 COLLEGE: ☐☐			
			EDIT-UPDATE	NO	COSI020 COLLEGE: ☐☐			
			POST-EDIT	NO	COSI030 COLLEGE: ☐☐			
	EDCS040	REPORT – A	DETAIL MASTER FILE LIST G	NO	COSI040 COLLEGE: ☐☐			
	EDCS045	REPORT – BCD	DETAIL LISTING (SORTED)	NO	COSI045 COLLEGE: ☐☐			
	EDCS050	REPORT – E1	AGG. SP-TYPE VS FUNCTION	NO	COSI050 COLLEGE: ☐☐			
	EDCS055	REPORT – E2	SP-TYPE VS FUNCTION	NO	COSI055 COLLEGE: ☐☐			
	EDCS060	REPORT – F1	AGG. SP-TYPE VS PROGRAM	NO	COSI060 COLLEGE: ☐☐			
	EDCS065	REPORT – F2	SP-TYPE VS PROGRAM SUM	NO	COSI065 COLLEGE: ☐☐			

COLLEGE NAME:

COLLEGE CODE:

COLLEGE SPACE INVENTORY SYSTEM
RUN REQUEST SHEET

2.8. Computer Editing

2.8.1. Editing the Data Entry Sheets

The inventory computer system has an editing process that points out some coding errors. The types of editing and a chart explaining the computer's error messages are given below. Before looking at these, however, it should be stressed that although the computer catches some coding errors, it does not catch them all. For example, the computer has no way of verifying the code for a space's area or its clear language description. If initially the wrong area of a space is recorded or the wrong language description, the computer will catalogue this information as valid when in fact it is incorrect. Also, the computer has no editing process to check the validity of the coding on Code Table Sheets. It is obvious, then, that the facilities inventory system depends on the institutions to pay close attention to coding correctly their space file information.

2.8.2. Computer Editing Program

(a) Pre-Edit: Checks to see that the number of records put into the computer is the same as the number of records stated on the Batch Control Sheet. If the numbers are different, the error message "BATCH COUNT BAD" will be printed at the end of each batch listing. The college, when it receives the list, must check its Data Entry Sheets (they are returned as well) against the list and find the inconsistencies. (see sample)

(b) Edit: Checks to see that each record is complete and correct in accordance with predetermined rules, (see sample), such as:

(i) each space is unique. No space is to be duplicated.

(ii) the code values for the institution, campus, building and using unit entered on the Data Entry Sheet must be consistent with the values recorded in the code tables.

(iii) certain space types such as a classroom must have a figure recorded for scheduled capacity.

Records that pass the edit test are sent to the Master File; records that fail are rejected and printed out on the "EDIT UPDATE-ERROR LISTING". The computer marks rejections with an asterisk, underlining the incorrectly coded field, and prints a message describing the mistake. The rejected records are sent back to the institution who must then resubmit a complete new record with the error eliminated.

To help institutions make corrections, a chart follows that gives the meaning of the rejection messages and states what action the institution must take to correct the mistake.

(c) Post Edit: after the records have gone to the Master File the Post Edit checks to see that prorated spaces have been correctly apportioned (i.e., the prorations add up to 100%). If an error is found a warning is printed out on the "POST EDIT WARNING LIST" indicating that the mistake should be corrected next time updates are submitted. (see sample.) This does not mean that this or these records have been rejected but that there is a proration error. These errors could cause other errors which would appear on the "EDIT UPDATE-ERROR LISTING" printout.

Institutions must request Pre-Edit, Edit, and Post Edit printouts on the Run Request Sheet everytime they send space file information to the computer. The Edit Program Rejection Message table follows.

EDIT PROGRAM REJECTION MESSAGES

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
CONTROL EDIT CARD (checks Batch Control Sheet)	INVALID PROGRAM ID	Program number on Control Card does not match computer program which was run.	Job cancelled. Check correct Control Card was selected.	NIL
	INVALID COLLEGE CODE	College Code cannot be found in Universal Code table COSI INST	Job cancelled. Check Batch Control Sheet for Punching Error. Refer to institution if wrong code entered in col. 10-11.	NIL Resubmit Batch Control Sheet corrected.
PRE-EDIT SIOIO (Audit Listings) (Checks Header Card)	INVALID BATCH NAME	Batch name on the Batch Control Sheet (col 12-13) has not been completed or was not punched correctly	Batch rejected. Refer to institution.	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	BAD COLLEGE CODE	College code on Header Card does not match code on the computer program Control Card.	Batch rejected. Check Batch Control Sheet and refer to institution if necessary	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	INVALID HEADER COUNT	Batch number on the Header Card is not numeric.	Batch rejected. Check Header Card punching, refer to institution if necessary.	Resubmit Batch Control Sheet if necessary along with instructions to re-run batch.
	BATCH COUNT BAD	Actual number of cards read into the computer does not match the card count (col. 21-24) on Batch Control Sheet.	Nil action by system which proceeds with update and simply notifies the institution of the discrepancy.	Checks Collection Sheet counts number of records/transactions, checks Batch Control Sheet and resubmits any record which may have been missed.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (01) SI020 (Checks each line record on the Colleges Inventory Data Collection Sheet) against:	INVALID TRANSACTION CODE	This particular record: Col: 76 has no entry or something other than: A. Add B. Change C. Delete	Single record is rejected, listed on the error report and referred to institution for resubmission.	Prepares new correct record on Data Collection Sheet and resubmits to the next update run.
(02)	INVALID INSTITUTE CODE	Cols. 1 & 2 have a numeric code not found in the Universal Table COSIINST	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(03) i. UNIVERSAL CODE TABLES ON THE MASTER FILE	INVALID PORTABILITY CODE	Col. 8 has an Alpha code not found in the Universal Table COSIPORT	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(04)	INVALID OWNERSHIP CODE	Col. 9 has an Alpha code not found in the Universal Table COSIOWNR	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(05)	INVALID SPACE TYPE CODE	Cols. 16-18 have a numeric code not found in the Universal Code Table COSISPTY	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(06)	INVALID FUNCTION CODE	Cols 38 & 39 have a numeric code not found in the Universal Code Table COSIFUNC	Single record is rejected, listed on the error report and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (07) S1020	INVALID PROGRAM CODE	Cols. 40-43 have a numeric code not found in the Universal Code Table COSIPROG on the Master file.	Single record is rejected, listed and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(08)	INVALID STATION TYPE CODE	Col. 49 has a numeric code not found in the Universal Code Table COSISTTY on the Master file.	Single record is rejected, listed and referred to institution for resubmission.	Checks code used against code table in Manual. Resubmit new record to the next update run.
(10) ii. DISCRETIONARY CODE TABLES ON THE MASTER FILE	INVALID CAMPUS CODE	Cols. 3 & 4 have a numeric code not found in this particular College's Discretionary Code Table COSICAMP.	Single record is rejected, listed and referred to institution for resubmission.	i. Check code used against own listing of Campus Code Table. ii. If a new campus, then check that procedure has been followed to update code table.
(11)	INVALID BUILDING CODE THIS MAY BE EXPECTED AS A FAIRLY COMMON PROBLEM	Cols. 5-7 have a numeric code not found in this particular institution's Discretionary Code table COSIBLDG.	Single record is rejected, listed and referred to institution for resubmission.	i. Checks code used against own listing of building and codes. ii. Checks, if a new building, that procedure has been followed to update code table.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE S1020 (12)	INVALID USING UNIT CODE	Cols. 33-37 have a code not found on this particular institution's Discretionary Code Table COSIUNIT	Single record is rejected, listed and referred to institution for resubmission.	i. Check code used against own listing of Using Units. ii. Check there has not been a failure to update the Master file code table to take account of a new using unit or a change.
(13) Checks that each line/record on the College's Inventory Data Correction Sheet is complete and correct per se:	AREA FIELD IS INVALID	Cols. 27-31 contain a character other than numeric or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(14)	LENGTH FIELD IS MISSING	Area field Cols. 27-31 is blank and length field Cols. 19-22 are also blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(15)	LENGTH FIELD IS INVALID	Length field, Cols. 19-21 contains a character which is not numeric or a leading blank (trailing blank are valid).	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.
(16)	WIDTH FIELD IS MISSING	Cols. 23-26, same as for length field.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and re-submits a new record to the next update.

PROGRAM		REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE SI020	(17)	WIDTH FIELD IS INVALID	Cols. 23-26, same as for length field.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(18)	SPACE DESIGNATION IS BLANK	Record is incomplete in Cols. 10-15. (No space on room number entered.)	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(19)	1ST CHARACTER IS NOT ALPHA	Cols. 10-15 first and last characters of space designation are not Alpha or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(20)	LAST CHARACTER IS NOT ALPHA	Cols. 10-15 first and last characters of space designation are not Alpha or blank.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(21)	BAD SPACE TYPE versus CAPACITY	This is a common omission. For space types 110, 210, 220, 230, 250, 260, 270, 350, 410 & 430, 610 & 630, capacity Cols. 46 to 48 must be entered.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(22)	DATE IS NOT NUMERIC	Date must be entered numeric. No Alpha or blanks.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.
	(23)	INVENTORY YEAR LESS THAN 1978	Date is less than 78.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record to the next update.

PROGRAM	REASON FOR REJECTION MESSAGE ON PRINTOUT	MEANING	ACTION BY COMPUTER AGENCY	ACTION BY INSTITUTION
EDIT/UPDATE (24) SI020	INVENTORY MONTH INVALID	Month characters are not between 01 and 12.	Single record is rejected, listed and referred to the institution for correction.	Checks record, corrects and resubmits a new record.
Add finally (50) checks all KEY FIELDS together to ensure that the whole transaction is valid.	MASTER RECORD NOT FOUND	A "change" or "delete" was attempted on a record which was not already on the Master file.	Single record is rejected, listed on the error list and returned to the institution for correction.	i. Check that correct record was called up by the transaction, ie, that the update entry is identical to the original in all key fields. (Col. 1-18 and 33-43) and then either: a) Correct the transaction entry for delete or change; or b) amend it to an add transaction if a new item is being added rather than an old one changed.
(51)	RECORD ALREADY ON MASTER	An attempt was made to add a record identical in all key fields to an existing record on the Master file.	Single record is rejected and returned for correction.	Check again and if appropriate, alter transation to "C" (change).
EDIT/UPDATE (52) SI020	FIELD ATTRIBUTES INVALID	Pre-defined field attributes have been violated but have not been picked up by the edit program (such as a field which must be numeric but contains an Alpha character.	Single record is rejected and returned for correction.	Check the coding instructions and resubmit.

```
 30 OCT 1979                C O L L E G E S'  S P A C E   I N V E N T O R Y   S Y S T E M                              PAGE 1
                                                  PRE-EDIT AUDIT LISTING
                                                   PROGRAM - CDSI010
----------------------------------------------------------------------------------------------------------------------------
 SEQUENCE                                            CARD                                                   MESSAGE
  NUMBER                                             IMAGE
----------------------------------------------------------------------------------------------------------------------------
              BHDRBEDCS76 JS            42                                                      HEADER CARD: OK
      1       7602410PO   001 660           864   41643              BOOK STORE PRINT SHOP D7910    PASSED TO EDIT
      2       7602410PO   001 660          1008   41643              BOOK STORE PRINT SHOP A7910    PASSED TO EDIT
      3       7602410PO   001H730           162   27241              STORAGE               D7910    PASSED TO EDIT
      4       7602410PO   105B310            84   41771         J    BLDG SERVICE          D7910    PASSED TO EDIT
      5       7602410PO   105B310            84   41756         J    OFFICE                A7910    PASSED TO EDIT
      6       7602410PO   107C310           160   43912         J    INSTRUCTOR            D7910    PASSED TO EDIT
      7       7602410PO   107C310           200   43912         J    INSTRUCTOR            A7910    PASSED TO EDIT
      8       7602410PO   107Z220           256   43912        4K    REFRIGERATION         D7910    PASSED TO EDIT
      9       7602410PO   108 YYY          1671   27200              BOILER ROOM           D7910    PASSED TO EDIT
     10       7602410PO   108HYYY           351   27271         K    FAN RM                D7910    PASSED TO EDIT
     11       7602410PO   108K760           275   41757         K    LAUNDRY               D7910    PASSED TO EDIT
     12       7602410PO   108K760           619   41757         K    LAUNDRY               A7910    PASSED TO EDIT
     13       7602410PO   108L760           124   41757         K    LAUNDRY STORAGE       D7910    PASSED TO EDIT
     14       7602410PO   110D730           114   41751         K    RECEIVER STOCK RM     D7910    PASSED TO EDIT
     15       7602410PO   110D310           114   41771         J    BLDG SERVICE          A7910    PASSED TO EDIT
     16       7602410PO   111H730          1086   41700         K    LOADING DOCK          D7910    PASSED TO EDIT
     17       7602410PO   111LWWW            74   27200              CORRIDOR AUTO BODY    D7910    PASSED TO EDIT
     18       7602410PO   114 260         47841   432134040   12K    AUTOBODY REPAIR       D7910    PASSED TO EDIT
     19       7602410PO   114 260         50221   432134040   12K    AUTOBODY REPAIR       A7910    PASSED TO EDIT
     20       7602410PO   114E265           164   43221              AUTOBODY WELDING      D7910    PASSED TO EDIT
     21       7602410PO   117B215            20   46212         K    STOCK ROOM            D7910    PASSED TO EDIT
     22       7602410PO   117CWWW           445   46212              PUBLIC WAITING        D7910    PASSED TO EDIT
     23       7602410PO   210FYYY           191   27200              MECHANICAL            D7910    PASSED TO EDIT
     24       7602410PO   210FYYY            91   27100              MECHANICAL            A7910    PASSED TO EDIT
     25       7602410PO   219B215           127   46521              STOCK                 D7910    PASSED TO EDIT
     26       7602410PO   219B215           195   46521              STOCK                 A7910    PASSED TO EDIT
     27       7602410PO   219B265           180   46521              TOOL RM               D7910    PASSED TO EDIT
     28       7602410PO   219CYYY            40   46312              JANITORS CLOSET       D7910    PASSED TO EDIT
     29       7602410PO   221 530           128   23924         B    AUDIOVISUAL           D7910    PASSED TO EDIT
     30       7602410PO   222 210          4202   463122000   80K    HAIR DRESSING         D7910    PASSED TO EDIT
     31       7602410PO   222 210          4292   463122000   80K    HAIR DRESSING         A7910    PASSED TO EDIT
     32       7602410PO   222C310            59   46312                                    D7910    PASSED TO EDIT
     33       7602410PO   222C310            89   46312                                    A7910    PASSED TO EDIT
     34       7602410PO   222F760           120   41757              CENTRAL LAUNDRY       D7910    PASSED TO EDIT
     35       7602410PO   304 215           107   43612              BLUEPRINT ROOM        D7910    PASSED TO EDIT
     36       7602410PO   308A215            80   46621              STOCK ROOM            D7910    PASSED TO EDIT
     37       7602410PO   314A210           900   468122190   20K    CLASS                 D7910    PASSED TO EDIT
     38       7602410PO   314A210           900   468122090   20K    CLASS                 A7910    PASSED TO EDIT
     39       7602410PO   323CWWW           193   27200              FAN ROOM              D7910    PASSED TO EDIT
     40       7602410POC  001 730           310   27200         K    STAIRWELL STORAGE     D7910    PASSED TO EDIT
     41       760241JPOC  001 730           322   27241              STAIRWELL STORAGE     D7910    PASSED TO EDIT
     42       7602410POC  001 730            84   27241              STAIRWELL             A7910    PASSED TO EDIT
                                                                                                * END OF BATCH *
----------------------------------------------------------------------------------------------------------------------------
                                                                                                BATCH COUNT: OK

              BHDRBEDCS76 JS              26                                                    HEADER CARD: OK
      1       7603001POA 061 731 150 135          513LG56            STORAGE HAZARDOUS SUBSD7910    PASSED TO EDIT
      2       7603001POA 097 731 140 160          513LG56            STORAGE HAZARDOUS SUBSA7910    PASSED TO EDIT
      3       7603001POA 097 745 140 160          513LG71            GROUNDS CREW          D7910    PASSED TO EDIT
      4       7603001POA 061 735 150 135          513LG71            GROUNDS CREW SERVICE  A7910    PASSED TO EDIT
      5       7603001POA 225 665             11831513LG43            BOOKSTORE STORAGE     D7910    PASSED TO EDIT
 31 OCT 1979                        C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                     PAGE 2
                                                   EDIT & UPDATE  -  ERROR LISTING
-------------------------------------------------------------------------------------------------------------------------------------
BATCH#  SEQ.            1         2         3         4         5         6         7         8           ERROR MESSAGE
               12345678901234567890123456789012345678901234567890123456789012345678901234567890
-------------------------------------------------------------------------------------------------------------------------------------
07810     121  070101APL   168MYYY        166 I     00              PIPE SPACE ALONG CORR A7906  (12):INVALID USING UNIT CODE
               **                              *****
               070101APL   168MYYY        166 I     00              PIPE SPACE ALONG CORR A7906  (13):AREA FIELD IS INVALID
                                         *****
07810     122  070101APL   170 110 570 300          110000          LECTURE THEATRE      A7906  (12):INVALID USING UNIT CODE
               **                              *****
               070101APL   170 110 570 300          110000          LECTURE THEATRE      A7906  (21):BAD SP-TYPE VS. CAPACITY
                               ***                          ***
07810     123  070101APL   170PZZZ        140 I     00              LEC THEATRE DEAD SPACEA7906  (12):INVALID USING UNIT CODE
               **                              *****
               070101APL   170PZZZ        140 I     00              LEC THEATRE DEAD SPACEA7906  (13):AREA FIELD IS INVALID
                                         *****
07810     124  070101APL   171 115 290 110          21              THEATRE PROJ ROOM    A7906  (12):INVALID USING UNIT CODE
               **                              *****
07810     125  070101APL   172 WWW 230  40          00              HALLWAY              A7906  (12):INVALID USING UNIT CODE
               **                              *****
07810     126  070101APL   173 110 540 300          110000  1300    LECTURE THEATRE      A7906  (12):INVALID USING UNIT CODE
               **                              *****
07810     127  070101APL   173PZZZ        140 I     00              LEC THEATRE DEAD SPACEA7906  (12):INVALID USING UNIT CODE
               **                              *****
               070101APL   173PZZZ        140 I     00              LEC THEATRE DEAD SPACEA7906  (13):AREA FIELD IS INVALID
                                         *****
07810     128  070101APL   180 WWW  80  40          00              VESTIBULE            A7906  (12):INVALID USING UNIT CODE
               **                              *****
07810     129  070101APL   180AXXX  80  60          21              JANITOR              A7906  (12):INVALID USING UNIT CODE
               **                              *****
07810     130  070101APL   180BXXX  80  70          21              JANITOR              A7906  (12):INVALID USING UNIT CODE
               **                              *****
```

```
31 OCT 1979                    COLLEGES' SPACE INVENTORY SYSTEM                        PAGE 1
                                   POST-EDIT WARNING LISTING

                          SPACES WHICH HAVE A TOTAL USAGE NOT EQUAL TO 1.00

--------------------------------------------------------------------------------------------
     SPACE         TOTAL USAGE
  DESIGNATION
--------------------------------------------------------------------------------------------
 070101APL   101         .42
 070101APL   101A        .75
 070101APL   101B        .85
 070101APL   101C        .85
 070101APL   101D        .85
 070101APL   101F        .85
 070101APL   101G        .53
 070101APL   101T        .84
 070101APL   101V        .46
 070101APL   101W        .11
 070101APL   190G       2.00
 070101APLC 371          .70
 070101APLC 377          .40
 070102APL   211        2.00
 070102BPL   006        2.00
 070102DPL   137        2.00
 070104APL   134A       2.00
```

2.9. Using Printout Reports

Colleges should know what each Printout Report contains so that they can request the reports most useful for them.

2.9.1. Detailed Reports

(a)	Report A	Space File: lists the complete contents of the computer space file for a college, room by room, building by building, giving a clear language description for each space. The spaces are listed in the order that they are numbered or designated.
(b)	Report B	Simplified Space File: lists all the spaces building by building as does Report A, but simplifies the information about each space, giving only the data elements that would be useful for day to day management of the college.
(c)	Report C	Using Unit Lists: is a separate listing of the spaces under the control of the various Administrative units in the institution.
(d)	Report D	Space Type Analysis for the Whole Institution: groups together, building by building, all the similar spaces in institution; for example, all the classrooms, all the laboratories, offices and so on.

Examples of Reports A, B, C, and D follow.

Note on access to Computer Information

Although the data for all institutions is stored in one Master file, access to the file is limited to a single institution at any given run and is controlled by a Selection Control Card bearing the particular institution's code.

2.9.2. Summary Reports

As was mentioned earlier there are two series of summary reports. The E-series correlates the space type with the function that the space is used for, and the F-series correlates the space type with the educational program that uses the space (see example summary reports following). Within each series the information is summarized in a number of different permutations. The pattern of the permutations can be seen in the analysis below of the E-series.

(a) E-series Permutations

E.1 Totals and correlates the main categories of space types with the main categories of space functions at the first level of detail; e.g.:

Labs & shops in general	with	Instruction in general
General Use Facilities	with	Student Support

E.2 Identifies specific space types within the main space categories and correlates them with specific space functions within the main function categories at the second level of detail; e.g.:

650 Lounge	with	32 Social Cultural and Recreational Development

And further still:

E1.1 Provides the information building by building.

E1.2 Provides the same information in total for each campus.

Finally, in each subsection E1.1, E1.2:

E1.1 Part 1 Identifies first the Function category
and
Lists second the Space Type categories attributed to it.

E1.2 Part 2 Identifies first the Space Type category
and
Lists second the one or more Functions to which it has been applied.

The "F" series is similarly structured to correlate space types and the educational programs which they accommodate. It does not include classrooms.

The matrix which follows will help to identify which summary is most appropriate to answer any particular question. Examples of the Computer print-outs will be found in Appendix A.

The following chart lists the various E and F Series Summaries showing the information each summary contains and the questions that the summary will answer. Note that both Detail Reports and Summary Reports may be changed if they are found to be unsatisfactory. Colleges should notify the ministry of any proposed changes.

DATA ELEMENT COMBINATIONS PRESENTED BY SUMMARIES
(In all cases total number of spaces and total area in square feet are reported)

SUMMARY CODE	SPACE TYPE FIRST LEVEL	SPACE TYPE SECOND LEVEL	FUNCTION FIRST LEVEL	FUNCTION SECOND LEVEL	EDUCATIONAL PROGRAM FIRST LEVEL	EDUCATIONAL PROGRAM SECOND LEVEL	BUILDING BY BUILDING	CAMPUS TOTAL	ANSWERS THE QUESTION
E.1.1. Part 1.	2* *2 = Data Element Listed Against It		1* *1 = Data Element Identified				Yes		What are the main functions accommodated in a particular building and which main space types are attributed to them?
E.1.1. Part 2.	1		2				Yes		What are the main space types in a particular building and to which main functions are they allocated?
E.1.2. Part 1.	2		1					Yes	As E.1.1.1. - Total for all buildings on a particular Campus.
E.1.2. Part 2.	1		2					Yes	As E.1.1.2.- Total for all buildings on a particular Campus.
E.2.1. Part 1.		2		1			Yes		What are the individual functions accommodated in a particular building and which individual space types are attributed to them?
E.2.1. Part 2.		1		2			Yes		What are the individual space types in a particular building and to which individual functions are they allocated?
E.2.2. Part 1.		2		1				Yes	As E.2.1.1. - Total for all buildings on a particular Campus.
E.2.2. Part 2.		1		2				Yes	As E.2.1.2. - Total for all buildings on a particular Campus.
F.1.1. Part 1.	2				1		Yes		Which main program categories are accommodated in a particular building and in which main categories of space type are they accommodated?
F.1.1. Part 2	1				2		Yes		What are the main space types in a particular building and in which main categories of space type are they accommodated?

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SUMMARY CODE	SPACE TYPE FIRST LEVEL	SPACE TYPE SECOND LEVEL	FUNCTION FIRST LEVEL	FUNCTION SECOND LEVEL	EDUCATIONAL PROGRAM FIRST LEVEL	EDUCATIONAL PROGRAM SECOND LEVEL	BUILDING BY BUILDING	CAMPUS TOTAL	ANSWERS THE QUESTION
F.1.2. Part 1.	2				1			Yes	As F.1.1.1. - Total for all buildings on a particular Campus
F.1.2. Part 2.	1				2			Yes	As F.1.1.2. - Total for all buildings on a particular Campus
F.2.1. Part 1		2				1	Yes		Which individual programs are accommodated in a particular building and which individual space type do they use?
F.2.1. Part 2.		1				2	Yes		Which individual space types are located in a particular building and to which individual programs are they applied?
F.2.2. Part 1.		2				1		Yes	As F.2.1.1. - Total for all buildings on a particular Campus.
F.2.2. Part 2.		1				2		Yes	As F.2.2.1. - Total for all buildings on a particular Campus.

MAIN FUNCTIONS ARE:

1x. Instructional
2x. Instructional Support
3x. Student Support
4x. General Support
5x. Management and Administration
6x. Special
7x. Building and Campus Service
8x. Research
9x. Unassigned
0x. Non-Assignable

MAIN SPACE TYPES ARE:

1xx. Classroom Facilities
2xx. Lab and Shop Facilities
3xx. Office Facilities
4xx. Study Facilities
5xx. Special Use Facilities
6xx. General Use Facilities
7xx. Supporting Facilities
8xx. Health Care Facilities
9xx. Residential Facilities
0xx. Unclassified Facilities
WWW. Circulation Areas
XXX. Custodial Areas
YYY. Mechanical Areas
ZZZ. Structural Areas

MAIN PROGRAM CATEGORIES ARE:

01. Managerial and Administrative Related
02. Secretarial, Clerical Related
03. Medicine and Health Related
04. Teaching and Related
05. Art, Lit., Perf. Arts Related
06. Services Related
07. Farm, Agric. Horticultural & Dairy Related
08. Renewable Resources Related
09. Mining, Quarrying, Oil, Gas and Polution Control Related
10. Construction (Building/Housing) Related
11. Engineering, Heavy Construction Related
12. Drafting
13. Electrical Electronics Related
14. Metal Trades Related
15. Mechanics Related (light and heavy equipment)
16. Transport Equipment Operative
17. Humanities and Social Sciences
18. Natural Sciences (Biological, Physical and Life Sciences)
19. Religion
20. Basic Skills Orientation and Related

Detailed codes for individual items under each of these Main Categories are as listed in Section 3 of this Manual.

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21 SEP 1978              C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                         PAGE 11
                                     DETAIL MASTER FILE LISTING - REPORT A
                                   SUMMARIZED BY BUILDING, CAMPUS & COLLEGE

    ____________________ COLLEGE

CAMPUS:       (TE)  ______
BUILDING: (ADM)     ADMINISTRATION BUILDING
PORTABILITY:(P)     PERMANENT
OWNERSHIP:   (C)    OWNED

------------------------------------------------------------------------------------------------------------------
SPACE   SP-TYPE                 SPACE               LENGTH    WIDTH      AREA    SPACE   UNIT    FUNCTION            USING
NUMBER   CODE                   TYPE                 (FT)      (FT)    (SQ.FT)   SHAPE   CODE      CODE             FUNCTION
------------------------------------------------------------------------------------------------------------------
         PROGRAM               USING                 USE      NET      SCHEDULED STN-TYPE INST.          SPACE             INVENTORY
          CODE                PROGRAM               RATIO   SQ. FT.    CAPACITY    CODE    USE        DESCRIPTION             DATE
------------------------------------------------------------------------------------------------------------------
B 113    (210) CLASS-LABORATORY                       30.5      23.5       716     ( )    (STUDS)    (13)    OCCUPATIONAL & VOCATIONAL INST
        (0610) BUS. OFF TRAINING/BUS. CAREERS  1.00            716     020        (K)              LAB BUSINESS MACHINES      78/07
B 113A   (215) CLASS-LABORATORY SERVICE               22.5      12.0       270     ( )    (STUDS)    (21)    INSTRUCTIONAL SUPPORT GENERAL
        (0610) BUS. OFF TRAINING/BUS. CAREERS  1.00            270     N/A        ( )              LAB STORAGE                78/07
B 170C   (WWW) CIRCULATION AREA                       23.0      11.0       253     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00            253     N/A        ( )              CORRIDOR                   78/07
B 170E   (WWW) CIRCULATION AREA                       11.0       8.0        88     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00             88     N/A        ( )              ENTRY                      78/07
B 170M   (WWW) CIRCULATION AREA                       19.0      11.0       209     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00            209     N/A        ( )              MUD ROOM                   78/07
B 171    (WWW) CIRCULATION AREA                      177.5      11.5     2,041     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00          2,041     N/A        ( )              CORRIDOR                   78/07
B 172    (WWW) CIRCULATION AREA                       14.0      11.5       161     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00            161     N/A        ( )              CORRIDOR                   78/07
B 172E   (WWW) CIRCULATION AREA                       11.5       5.0        57     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00             57     N/A        ( )              ENTRY                      78/07
B 173    (WWW) CIRCULATION AREA                       31.5      11.5       362     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00            362     N/A        ( )              CORRIDOR                   78/07
B 181    (WWW) CIRCULATION AREA                       15.5      11.0       170     ( )    (MAINT)    (00)    NON-ASSIGNABLE
        (     ) UNIDENTIFIED PROGRAM           1.00            170     N/A        ( )              STAIRWAY                   78/07
```

No 62

21 SEP 1978

COLLEGES' SPACE INVENTORY SYSTEM
DETAIL SPACE FILE LISTING BY BUILDING
SUMMARIZED BY BUILDING, CAMPUS & COLLEGE - REPORT B

PAGE 2

______________ COLLEGE

CAMPUS: (TE) ______
BUILDING: (ADM) ADMINISTRATION BUILDING

SPACE NUMBER	SP-TYPE CODE	SPACE TYPE	AREA (SQ.FT)	USE RATIO	NET SQ. FT.	STN-TYPE CODE	SCHEDULED CAPACITY	UNIT CODE	SPACE DESCRIPTION
A 1A	(660)	MERCHANDISING FACILITIES	748	1.00	748	( )	N/A	(BURSA)	BOOKSTORE
A 1B	(YYY)	MECHANICAL AREA	49	1.00	49	( )	N/A	(MAINT)	MACHINE ROOM ELEVATOR
A 1E	(WWW)	CIRCULATION AREA	15	1.00	15	( )	N/A	(MAINT)	ELEVATOR
A 2	(XXX)	CUSTODIAL AREA	335	1.00	335	( )	N/A	(MAINT)	JANITORIAL STORAGE
A 3	(315)	OFFICE SERVICE	568	1.00	568	( )	N/A	(STUDS)	XEROX ROOM
A 3A	(310)	OFFICE	115	1.00	115	(J)	N/A	(STUDS)	OFFICE COUNSELLING
A 3B	(730)	STORAGE	2,109	1.00	2,109	( )	N/A	(MAINT)	BULK STORAGE GENERAL
A 4	(440)	PROCESSING ROOM	762	1.00	762	(K)	N/A	(STUDS)	LIB PROCESSING AND AV
A 4A	(310)	OFFICE	138	1.00	138	(J)	N/A	(STUDS)	OFFICE LIBRARIAN
A 5	(YYY)	MECHANICAL AREA	2,419	1.00	2,419	( )	N/A	(MAINT)	MECHANICAL ROOM
A 6	(430)	OPEN-STACK READING ROOM	2,912	1.00	2,912	(A)	050	(STUDS)	LIBRARY OPEN STCK STUD
A 7	(310)	OFFICE	1,082	1.00	1,082	(J)	N/A	(STUDS)	OFFICE FACULTY CPN PLN
A 8	(YYY)	MECHANICAL AREA	580	1.00	580	( )	N/A	(MAINT)	ELECTRICAL ROOM
A 10	(YYY)	MECHANICAL AREA	270	1.00	270	( )	N/A	(MAINT)	TELEPHONE ROOM
A 12	(730)	STORAGE	273	1.00	273	( )	N/A	(MAINT)	ELECTRICAL STORAGE
A 071C	(WWW)	CIRCULATION AREA	2,400	1.00	2,400	( )	N/A	(MAINT)	CORRIDOR
A 072	(WWW)	CIRCULATION AREA	239	1.00	239	( )	N/A	(MAINT)	STAIRWELL
A 081	(WWW)	CIRCULATION AREA	165	1.00	165	( )	N/A	(MAINT)	STAIRWELL
A 091	(YYY)	MECHANICAL AREA	186	1.00	186	( )	N/A	(MAINT)	MECHANICAL ACCESS
B 100	(310)	OFFICE	965	1.00	965	(J)	N/A	(BURSA)	GENERAL OFFICE
B 100A	(310)	OFFICE	156	1.00	156	(J)	N/A	(BURSA)	OFFICE
B 100B	(310)	OFFICE	192	1.00	192	(J)	N/A	(STUDS)	OFFICE STUD SVCS COORD
B 100C	(310)	OFFICE	144	1.00	144	(J)	N/A	(BURSA)	OFFICE STUD COUNSELLNG

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 21 SEP 1978                    C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                 PAGE 6
                                              DETAIL FILE LISTING BY ADMINISTRATIVE UNIT
                                     SUMMARIZED BY BUILDING, CAMPLS, UNIT & CCLLEGE - FEPCFT C

 _______________________ CCLLEGE

 UNIT:    (DIRVO)  DIRECTOR VOCATIONAL TRAINING
 CAMPUS:     (TE)  ________

---------------------------------------------------------------------------------------------------------------------
                   SPACE   SP-TYPE                  SPACE                 AREA   USE        NET   STN-TYPE SCHEDULED          SPACE
                   NUMEEF   CCDE                    TYPE                (SQ.FT) FATIO   SQ. FT.    CCDE   CAPACITY        DESCRIPTION
---------------------------------------------------------------------------------------------------------------------

  BUILDING: (ADM) ADMINISTRATION BUILDING

                   B 1C0E   (310) CFFICE                                  138   1.00       138  (J)         N/A    OFFICE CHIEF VCC INST

 BUILDING TOTAL                                                                 1.00       138                0

  BUILDING: (GOS) GAS CIL STORE

                   A 101    (731) STORAGE, HAZARDCUS MATERIAL              56   1.00        56  ( )         N/A    GAS OIL STORAGE
                   A 102    (731) STORAGE, HAZARDCUS MATERIAL             120   1.00       12C  ( )         N/A    GAS CIL STORAGE

 BUILDING TOTAL                                                                 2.00       176                0

  BUILDING: (STO) STCRAGE BUILDING

                   A   10   (265) INSTR. SHCP-FIXED ECUIP. SER.           105   1.00       105  ( )         N/A    DOCKING AREA
                   A 101    (730) STORAGE                               1,269   1.00     1,269  ( )         N/A    OPEN STORAGE
                   A 102    (265) INSTR. SHCP-FIXED EQUIP. SER.           697   1.00       697  ( )         N/A    STEEL STCRAGE
                   A 103    (731) STORAGE, HAZARDOUS MATERIAL              91   1.00        91  ( )         N/A    OXYGEN STORAGE
                   A 104    (731) STORAGE, HAZARDOUS MATERIAL              91   1.00        91  ( )         N/A    ACETYLENE STORAGE

 BUILDING TOTAL                                                                 5.00     2,253                0

  BUILDING: (WKS) WCRKSHOPS

                    OPA1    (280) OPEN AIR INSTFUCTICNAL YARD                   1.00            ( )         N/A    CARPENTRY AREA OUTDOOR
                    OPA2    (287) INSTR. SHOP-YARD-OPEN AIR SER.                1.00            ( )         N/A    RADIAL ARM SAW SHED
                    OPA3    (280) OPEN AIR INSTFUCTIONAL YARD                   1.00            ( )         N/A    OPEN AIR INSTRUCTIONAL
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21 SEP 1978                    C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                          PAGE 9
                                  DETAIL FILE LISTING BY SPACE TYPE WITHIN BUILDING
                                SUMMARIZED BY BUILDING, CAMPUS & COLLEGE - REPORT D

 ____________________ COLLEGE

 CAMPUS:    (TE) _______
 BUILDING: (ACP)  ADMINISTRATION BUILDING

----------------------------------------------------------------------------------------------------------------------------
                 SPACE   AREA    USE      NET    STN-TYPE SCHEDULED   UNIT                  UNIT                      SPACE
                 NUMBER (SQ.FT) RATIO   SQ. FT.    CODE   CAPACITY    CODE                                         DESCRIPTION
----------------------------------------------------------------------------------------------------------------------------
 SP-TYPE:  (215) CLASS-LABORATORY SERVICE

                 B 109A    120   1.00       120   ( )        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  LAB STORAGE
                 B 111A    230   1.00       230   ( )        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  LAB STORAGE
                 B 113A    270   1.00       270   ( )        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  LAB STORAGE
                 C 210A    178   1.00       178   ( )        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  STORAGE LAB
                 C 210B    184   1.00       184   ( )        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  STORAGE HAZRD MAT CHEM

SP-TYPE  TOTAL                   6.00     1,094                  0

 SP-TYPE:  (310) OFFICE

                 A   3A    115   1.00       115   (J)        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  OFFICE COUNSELLING
                 A   4A    138   1.00       138   (J)        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  OFFICE LIBRARIAN
                 A   7   1,082   1.00     1,082   (J)        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  OFFICE FACULTY CPN PLN
                 B 100     965   1.00       965   (J)        N/A    (BURSA)  BURSAR                        GENERAL OFFICE
                 B 100A    156   1.00       156   (J)        N/A    (BURSA)  BURSAR                        OFFICE
                 B 100B    192   1.00       192   (J)        N/A    (STUDS)  STUDENT SERVICES COORDINATOR  OFFICE STUD SVCS COORD
                 B 100C    144   1.00       144   (J)        N/A    (BURSA)  BURSAR                        OFFICE STUD COUNSELLNG
                 B 100D    192   1.00       192   (J)        N/A    (BURSA)  BURSAR                        OFFICE CASHIER
                 B 100E    138   1.00       138   (J)        N/A    (DIRVC)  DIRECTOR VOCATIONAL TRAINING  OFFICE CHIEF VOC INST
                 B 100F    138   1.00       138   (J)        N/A    (BURSA)  BURSAR                        GENERAL OFFICE
                 B 100G    138   1.00       138   (J)        N/A    (BURSA)  BURSAR                        OFFICE BURSAR
                 B 100H    210   1.00       210   (J)        N/A    (BURSA)  BURSAR                        OFFICE PRINCIPAL
                 B 100J    138   1.00       138   (J)        N/A    (BURSA)  BURSAR                        OFFICE SECRET TO PRINC
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21 SEP 1978              C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                        PAGE 4
                                          SUMMARY REPORT E1.1 - PART 1 OF 2
                                          SPACE TYPE TOTALS WITHIN FUNCTION
                                                BREAKDOWN BY BUILDING

   ________________________ COLLEGE

   CAMPUS:    (TE) ________
   BUILDING: (ADM)  ADMINISTRATION BUILDING

 ---------------------------------------------------------------------------------------------------------------
                                        SP-TYPE              SPACE                    USE      NET     SCHEDULED
                                        CODE                 TYPE                    RATIO   SQ. FT.   CAPACITY
 ---------------------------------------------------------------------------------------------------------------
                     (0X) NON-ASSIGNABLE

 SP-TYPE  TOTAL                         (WXX) NON-ASSIGNABLE AREA                    40.00    14,045        0
 FUNCTION TOTAL                                                                      40.00    14,045        0

                     (1X) INSTRUCTIONAL

 SP-TYPE  TOTAL                         (1XX) CLASSROOM FACILITIES                   11.00     7,659      275
 SP-TYPE  TOTAL                         (2XX) LAB & INSTR. SHOP FACILITIES            8.00     7,189      151
 SP-TYPE  TOTAL                         (3XX) OFFICE FACILITIES                       5.00     1,896        0
 FUNCTION TOTAL                                                                      24.00    16,744      426

                     (2X) INSTRUCTIONAL SUPPORT

 SP-TYPE  TOTAL                         (1XX) CLASSROOM FACILITIES                    3.00       436        0
 SP-TYPE  TOTAL                         (2XX) LAB & INSTR. SHOP FACILITIES            6.00     1,094        0
 SP-TYPE  TOTAL                         (3XX) OFFICE FACILITIES                       1.00       138        0
 SP-TYPE  TOTAL                         (4XX) STUDY FACILITIES                        2.00     3,674       50
 FUNCTION TOTAL                                                                      12.00     5,342       50

                     (3X) STUDENT SUPPORT

 SP-TYPE  TOTAL                         (3XX) OFFICE FACILITIES                       1.00       116        0
 FUNCTION TOTAL                                                                       1.00       116        0

                     (4X) GENERAL SUPPORT

 SP-TYPE  TOTAL                         (3XX) OFFICE FACILITIES                       3.00       724        0
 SP-TYPE  TOTAL                         (6XX) GENERAL-USE FACILITIES                  5.00     1,517        0
 FUNCTION TOTAL                                                                       8.00     2,241        0
```

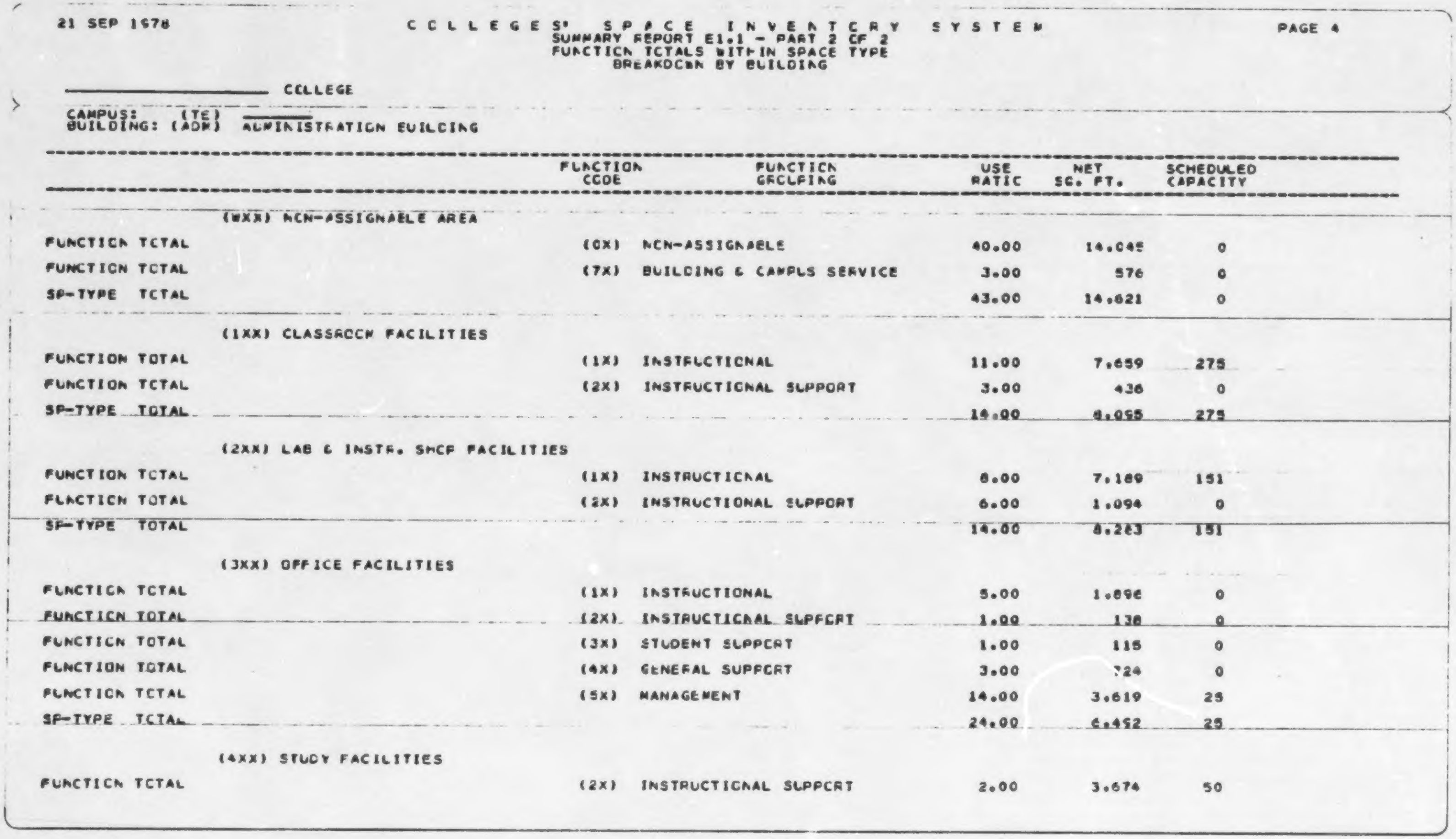

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21 SEP 1978                        C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                        PAGE 4
                                          SUMMARY REPORT E1.1 - PART 2 OF 2
                                          FUNCTION TOTALS WITHIN SPACE TYPE
                                               BREAKDOWN BY BUILDING

 ______________________ COLLEGE

 CAMPUS:     (TE)  _____
 BUILDING: (ADM)  ADMINISTRATION BUILDING
-----------------------------------------------------------------------------------------------------------------------
                                                FUNCTION          FUNCTION             USE       NET     SCHEDULED
                                                  CODE            GROUPING            RATIO   SQ. FT.    CAPACITY
-----------------------------------------------------------------------------------------------------------------------
                  (WXX) NON-ASSIGNABLE AREA
FUNCTION TOTAL                                   (0X)   NON-ASSIGNABLE               40.00    14,045         0
FUNCTION TOTAL                                   (7X)   BUILDING & CAMPUS SERVICE     3.00       576         0
SP-TYPE  TOTAL                                                                       43.00    14,621         0

                  (1XX) CLASSROOM FACILITIES
FUNCTION TOTAL                                   (1X)   INSTRUCTIONAL                11.00     7,659       275
FUNCTION TOTAL                                   (2X)   INSTRUCTIONAL SUPPORT         3.00       436         0
SP-TYPE  TOTAL                                                                       14.00     8,095       275

                  (2XX) LAB & INSTR. SHOP FACILITIES
FUNCTION TOTAL                                   (1X)   INSTRUCTIONAL                 8.00     7,189       151
FUNCTION TOTAL                                   (2X)   INSTRUCTIONAL SUPPORT         6.00     1,094         0
SP-TYPE  TOTAL                                                                       14.00     8,283       151

                  (3XX) OFFICE FACILITIES
FUNCTION TOTAL                                   (1X)   INSTRUCTIONAL                 5.00     1,896         0
FUNCTION TOTAL                                   (2X)   INSTRUCTIONAL SUPPORT         1.00       138         0
FUNCTION TOTAL                                   (3X)   STUDENT SUPPORT               1.00       115         0
FUNCTION TOTAL                                   (4X)   GENERAL SUPPORT               3.00       724         0
FUNCTION TOTAL                                   (5X)   MANAGEMENT                   14.00     3,619        25
SP-TYPE  TOTAL                                                                       24.00     6,492        25

                  (4XX) STUDY FACILITIES
FUNCTION TOTAL                                   (2X)   INSTRUCTIONAL SUPPORT         2.00     3,674        50
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                                    SUMMARY REPORT E1.2 - PART 1 OF 2
                                    SPACE TYPE TOTALS WITHIN FUNCTION
                                          BREAKDOWN BY CAMPUS

 ________________ COLLEGE

 CAMPUS:    (TE) _____
--------------------------------------------------------------------------------------------------------------
                                      SP-TYPE            SPACE                     USE       NET     SCHEDULED
                                      CODE               TYPE                      RATIO   SQ. FT.   CAPACITY
--------------------------------------------------------------------------------------------------------------
                 (0X) NON-ASSIGNABLE

SP-TYPE  TOTAL                        (9XX) NON-ASSIGNABLE AREA                   137.00    45,476         0
FUNCTION TOTAL                                                                    137.00    45,476         0

                 (1X) INSTRUCTIONAL

SP-TYPE  TOTAL                        (1XX) CLASSROOM FACILITIES                   17.05    12,196       393
SP-TYPE  TOTAL                        (2XX) LAB & INSTR. SHOP FACILITIES           22.00    56,292       368
SP-TYPE  TOTAL                        (3XX) OFFICE FACILITIES                      12.00     3,808         0
FUNCTION TOTAL                                                                     51.05    72,296       761

                 (2X) INSTRUCTIONAL SUPPORT

SP-TYPE  TOTAL                        (1XX) CLASSROOM FACILITIES                    5.00       927         0
SP-TYPE  TOTAL                        (2XX) LAB & INSTR. SHOP FACILITIES           22.00     7,837         0
SP-TYPE  TOTAL                        (3XX) OFFICE FACILITIES                       1.00       138         0
SP-TYPE  TOTAL                        (4XX) STUDY FACILITIES                        2.00     3,674        50
SP-TYPE  TOTAL                        (7XX) SUPPORTING FACILITIES                   5.00     1,627         0
FUNCTION TOTAL                                                                     35.00    14,203        50

                 (3X) STUDENT SUPPORT

SP-TYPE  TOTAL                        (3XX) OFFICE FACILITIES                       1.00       115         0
SP-TYPE  TOTAL                        (6XX) GENERAL-USE FACILITIES                  1.00     2,695         0
FUNCTION TOTAL                                                                      2.00     2,810         0

                 (4X) GENERAL SUPPORT

SP-TYPE  TOTAL                        (3XX) OFFICE FACILITIES                       5.00       812         0
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  21 SEP 1978          C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                     PAGE 3
                                     SUMMARY REPORT E1.2 - PART 2 OF 2
                                     FUNCTION TOTALS WITHIN SPACE TYPE
                                          BREAKDOWN BY CAMPUS

  ______________________ COLLEGE
  CAMPUS:     (TE) ______
----------------------------------------------------------------------------------------------------------------
                                          FUNCTION         FUNCTION                    USE       NET     SCHEDULED
                                            CODE           GROUPING                   RATIO    SQ. FT.    CAPACITY
----------------------------------------------------------------------------------------------------------------
                   (WXX) NON-ASSIGNABLE AREA
 FUNCTION TOTAL                            (0X)   NON-ASSIGNABLE                     137.00    45.476         0
 FUNCTION TOTAL                            (7X)   BUILDING & CAMPUS SERVICE           19.00     1.518         0
 SF-TYPE  TOTAL                                                                      156.00    46.994         0

                   (1XX) CLASSROOM FACILITIES
 FUNCTION TOTAL                            (1X)   INSTRUCTIONAL                       17.05    12.196       393
 FUNCTION TOTAL                            (2X)   INSTRUCTIONAL SUPPORT                5.00       927         0
 SF-TYPE  TOTAL                                                                       22.05    13.123       393

                   (2XX) LAB & INSTR. SHOP FACILITIES
 FUNCTION TOTAL                            (1X)   INSTRUCTIONAL                       22.00    56.292       368
 FUNCTION TOTAL                            (2X)   INSTRUCTIONAL SUPPORT               22.00     7.837         0
 SF-TYPE  TOTAL                                                                       44.00    64.129       368

                   (3XX) OFFICE FACILITIES
 FUNCTION TOTAL                            (1X)   INSTRUCTIONAL                       12.00     3.808         0
 FUNCTION TOTAL                            (2X)   INSTRUCTIONAL SUPPORT                1.00       138         0
 FUNCTION TOTAL                            (3X)   STUDENT SUPPORT                      1.00       115         0
 FUNCTION TOTAL                            (4X)   GENERAL SUPPORT                      5.00       812         0
 FUNCTION TOTAL                            (5X)   MANAGEMENT                          19.00     4.559        25
 FUNCTION TOTAL                            (7X)   BUILDING & CAMPUS SERVICE            2.00       350         0
 SF-TYPE  TOTAL                                                                       40.00     9.782        25

                   (4XX) STUDY FACILITIES
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21 SEP 1978                  C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                  PAGE 5
                                         SUMMARY REPORT E2.1 - PART 1 OF 2
                                         SPACE TYPE TOTALS WITHIN FUNCTION
                                              BREAKDOWN BY BUILDING

    ____________________ COLLEGE

    CAMPUS:    (TE) _______
    BUILDING: (ADM)  ADMINISTRATION BUILDING
---------------------------------------------------------------------------------------------------------------------
                                          SP-TYPE              SPACE                      USE      NET     SCHEDULED
                                           CODE                TYPE                      RATIO  SQ. FT.    CAPACITY
---------------------------------------------------------------------------------------------------------------------
                     (21) INSTRUCTIONAL SUPPORT GENERAL


                     (22) LIBRARIES

SP-TYPE  TOTAL                            (310) OFFICE                                   1.00      138        0
SP-TYPE  TOTAL                            (430) OPEN-STACK READING ROOM                  1.00    2,912       50
SP-TYPE  TOTAL                            (440) PROCESSING ROOM                          1.00      762        0
FUNCTION TOTAL                                                                           3.00    3,812       50

                     (33) COUNSELLING & CAREER GUIDANCE

SP-TYPE  TOTAL                            (310) OFFICE                                   1.00      115        0
FUNCTION TOTAL                                                                           1.00      115        0

                     (41) GENERAL SUPPORT

SP-TYPE  TOTAL                            (315) OFFICE SERVICE                           1.00      568        0
SP-TYPE  TOTAL                            (650) LOUNGE                                   2.00      230        0
FUNCTION TOTAL                                                                           3.00      798        0

                     (43) BOOK STORES

SP-TYPE  TOTAL                            (660) MERCHANDISING FACILITIES                 1.00      748        0
FUNCTION TOTAL                                                                           1.00      748        0

                     (45) FACULTY & STAFF SERVICES

SP-TYPE  TOTAL                            (315) OFFICE SERVICE                           2.00      156        0
SP-TYPE  TOTAL                            (650) LOUNGE                                   1.00      457        0
SP-TYPE  TOTAL                            (655) LOUNGE SERVICE                           1.00       82        0
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21 SEP 1978            COLLEGES' SPACE INVENTORY SYSTEM                          PAGE 6
                        SUMMARY REPORT E2.1 - PART 2 OF 2
                       FUNCTION TOTALS WITHIN SPACE TYPE
                             BREAKDOWN BY BUILDING

_________________ COLLEGE

CAMPUS:    (TE)
BUILDING: (ADM)  ADMINISTRATION BUILDING

------------------------------------------------------------------------------------------------
                                        FUNCTION        FUNCTION            USE     NET     SCHEDULED
                                          CODE                             RATIO  SQ. FT.   CAPACITY
------------------------------------------------------------------------------------------------
                (350) CONFERENCE RM (OFFICE RELATED)

FUNCTION TOTAL                            (51)  MANAGEMENT                  1.00      527      25

SP-TYPE  TOTAL                                                              1.00      537      25

                (430) OPEN-STACK READING ROOM

FUNCTION TOTAL                            (22)  LIBRARIES                   1.00    2.912      50

SP-TYPE  TOTAL                                                              1.00    2.912      50

                (440) PROCESSING ROOM

FUNCTION TOTAL                            (22)  LIBRARIES                   1.00      762       0

SP-TYPE  TOTAL                                                              1.00      762       0

                (650) LOUNGE

FUNCTION TOTAL                            (41)  GENERAL SUPPORT             2.00      230       0

FUNCTION TOTAL                            (45)  FACULTY & STAFF SERVICES    1.00      457       0

SP-TYPE  TOTAL                                                              3.00      687       0

                (655) LOUNGE SERVICE

FUNCTION TOTAL                            (45)  FACULTY & STAFF SERVICES    1.00       82       0

SP-TYPE  TOTAL                                                              1.00       82       0

                (660) MERCHANDISING FACILITIES

FUNCTION TOTAL                            (43)  BOOK STORES                 1.00      748       0

SP-TYPE  TOTAL                                                              1.00      748       0
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 21 SEP 1978              C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                 PAGE 2
                                     SUMMARY REPORT E2.2 - PART 1 OF 2
                                     SPACE TYPE TOTALS WITHIN FUNCTION
                                          BREAKDOWN BY CAMPUS

 ____________________ COLLEGE
 CAMPUS:    (PR) ________
-----------------------------------------------------------------------------------------------------------------
                                          SP-TYPE              SPACE                USE     NET      SCHEDULED
                                          CODE                 TYPE                RATIO  SQ. FT.    CAPACITY
-----------------------------------------------------------------------------------------------------------------
                   (00) NON-ASSIGNABLE
 SP-TYPE  TOTAL                           (WWW) CIRCULATION AREA                   3.00      672         C
 SP-TYPE  TOTAL                           (YYY) MECHANICAL AREA                    2.00      144         0
 FUNCTION TOTAL                                                                    5.00      816         0

                   (11) INSTRUCTIONAL
 SP-TYPE  TOTAL                           (110) CLASSROOM                          2.00    1.503        57
 FUNCTION TOTAL                                                                    2.00    1.503        57

                   (12) GEN. ACADEMIC/TECHNICAL INST.
 SP-TYPE  TOTAL                           (210) CLASS-LABORATORY                   2.00    1.538        55
 FUNCTION TOTAL                                                                    2.00    1.538        55

                   (21) INSTRUCTIONAL SUPPORT GENERAL
 SP-TYPE  TOTAL                           (215) CLASS-LABORATORY SERVICE           1.00       22         0
 FUNCTION TOTAL                                                                    1.00       22         0

                   (31) STUDENT SUPPORT
 SP-TYPE  TOTAL                           (410) READING/STUDY ROOM                 1.00      306        19
 FUNCTION TOTAL                                                                    1.00      306        19

                   (51) MANAGEMENT
 SP-TYPE  TOTAL                           (310) OFFICE                             2.00      297         0
 FUNCTION TOTAL                                                                    2.00      297         0

                   (52) EXECUTIVE MANAGEMENT
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                                  SUMMARY REPORT E2.2 - PART 2 OF 2
                                  FUNCTION TOTALS WITHIN SPACE TYPE
                                         BREAKDOWN BY CAMPUS

 ____________________ COLLEGE
 CAMPUS:    (TE) ______
-------------------------------------------------------------------------------------------------------------------
                                              FUNCTION            FUNCTION                USE      NET      SCHEDULED
                                                CODE                                     RATIO   SQ. FT.    CAPACITY
-------------------------------------------------------------------------------------------------------------------
                     (210) CLASS-LABORATORY

                     (215) CLASS-LABORATORY SERVICE
FUNCTION TOTAL                                (21)  INSTRUCTIONAL SUPPORT GENERAL    12.00     3,343        0
SF-TYPE  TOTAL                                                                       12.00     3,343        0

                     (260) INSTR. SHOP. FIXED EQUIPMENT
FUNCTION TOTAL                                (13)  OCCUPATIONAL & VOCATIONAL INST    6.00    43,087      146
SF-TYPE  TOTAL                                                                        6.00    43,087      146

                     (265) INSTR. SHOP-FIXED EQUIP. SER.
FUNCTION TOTAL                                (21)  INSTRUCTIONAL SUPPORT GENERAL     5.00     3,337        0
SP-TYPE  TOTAL                                                                        5.00     3,337        0

                     (270) INSTR. SHOP MOVEABLE EQUIP.
FUNCTION TOTAL                                (13)  OCCUPATIONAL & VOCATIONAL INST    2.00     3,987       25
SP-TYPE  TOTAL                                                                        2.00     3,987       25

                     (275) INSTR. SHOP-MOVABLE EQUIP.-SER
FUNCTION TOTAL                                (21)  INSTRUCTIONAL SUPPORT GENERAL     3.00       581        0
SP-TYPE  TOTAL                                                                        3.00       581        0

                     (280) OPEN AIR INSTRUCTIONAL YARD
FUNCTION TOTAL                                (13)  OCCUPATIONAL & VOCATIONAL INST    2.00                  0
SF-TYPE  TOTAL                                                                        2.00                  0
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 21 SEP 1978              C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                PAGE 3
                                         SUMMARY REPORT F1.1 - PART 1 OF 2
                                         SPACE TYPE TOTALS WITHIN PROGRAM
                                             BREAKDOWN BY BUILDING

 _______________ COLLEGE

 CAMPUS:     (TE)
 BUILDING: (ADM)   ADMINISTRATION BUILDING

----------------------------------------------------------------------------------------------------------------
                                          SP-TYPE          SPACE                  USE      NET      SCHEDULED
                                           CODE            TYPE                  RATIO   SQ. FT.    CAPACITY
----------------------------------------------------------------------------------------------------------------
                     (  ) UNIDENTIFIED PROG-GRP

SP-TYPE  TOTAL                            (WXX) NON-ASSIGNABLE AREA             43.00    14.621         0
SP-TYPE  TOTAL                            (3XX) OFFICE FACILITIES               24.00     6.492        25
SP-TYPE  TOTAL                            (4XX) STUDY FACILITIES                 2.00     3.674        50
SP-TYPE  TOTAL                            (6XX) GENERAL-USE FACILITIES           5.00     1.517         0
SP-TYPE  TOTAL                            (7XX) SUPPORTING FACILITIES            2.00     2.382         0
PROG-GRP TOTAL                                                                  76.00    28.686        75

                     (00) GENERAL USE
SP-TYPE  TOTAL                            (1XX) CLASSROOM FACILITIES             7.00     4.131       165
PROG-GRP TOTAL                                                                   7.00     4.131       165

                     (01) MANAGERIAL, ADMIN. & RELATED
SP-TYPE  TOTAL                            (2XX) LAB & INSTR. SHOP FACILITIES     3.00     2.284        40
PROG-GRP TOTAL                                                                   3.00     2.284        40

                     (02) SECRETARIAL CLERICAL & RELATED
SP-TYPE  TOTAL                            (2XX) LAB & INSTR. SHOP FACILITIES     7.00     3.488        80
PROG-GRP TOTAL                                                                   7.00     3.488        80

                     (04) TEACHING & RELATED
SP-TYPE  TOTAL                            (1XX) CLASSROOM FACILITIES             1.00       558        18
SP-TYPE  TOTAL                            (2XX) LAB & INSTR. SHOP FACILITIES     1.00       701        16
PROG-GRP TOTAL                                                                   2.00     1.259        34
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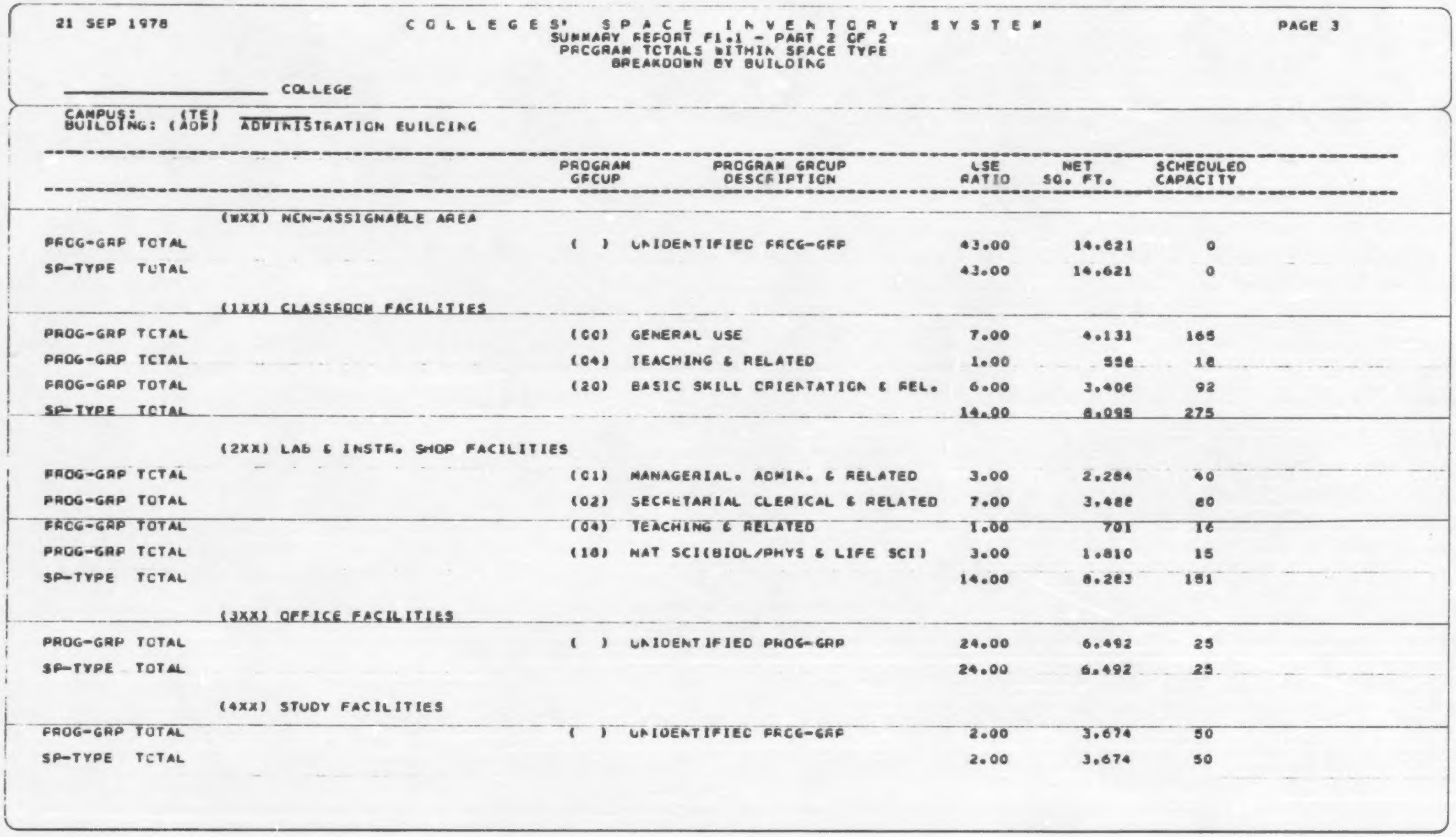

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 21 SEP 1978          C O L L E G E S'  S P A C E  I N V E N T O R Y  S Y S T E M                 PAGE 3
                                   SUMMARY REPORT F1.1 - PART 2 OF 2
                                   PROGRAM TOTALS WITHIN SPACE TYPE
                                         BREAKDOWN BY BUILDING

  ____________________ COLLEGE

  CAMPUS:   (TE)
  BUILDING: (ADM)  ADMINISTRATION BUILDING
----------------------------------------------------------------------------------------------------------
                                             PROGRAM        PROGRAM GROUP          USE      NET     SCHEDULED
                                              GROUP          DESCRIPTION          RATIO   SQ. FT.   CAPACITY
----------------------------------------------------------------------------------------------------------
                 (WXX) NON-ASSIGNABLE AREA

PROG-GRP TOTAL                               (  )  UNIDENTIFIED PROG-GRP          43.00    14,621        0
SP-TYPE  TOTAL                                                                    43.00    14,621        0

                 (1XX) CLASSROOM FACILITIES

PROG-GRP TOTAL                               (00)  GENERAL USE                     7.00     4,131      165
PROG-GRP TOTAL                               (04)  TEACHING & RELATED              1.00       558       18
PROG-GRP TOTAL                               (20)  BASIC SKILL ORIENTATION & REL.  6.00     3,406       92
SP-TYPE  TOTAL                                                                    14.00     8,095      275

                 (2XX) LAB & INSTR. SHOP FACILITIES

PROG-GRP TOTAL                               (01)  MANAGERIAL. ADMIN. & RELATED    3.00     2,284       40
PROG-GRP TOTAL                               (02)  SECRETARIAL CLERICAL & RELATED  7.00     3,488       80
PROG-GRP TOTAL                               (04)  TEACHING & RELATED              1.00       701       16
PROG-GRP TOTAL                               (18)  NAT SCI(BIOL/PHYS & LIFE SCI)   3.00     1,810       15
SP-TYPE  TOTAL                                                                    14.00     8,283      151

                 (3XX) OFFICE FACILITIES

PROG-GRP TOTAL                               (  )  UNIDENTIFIED PROG-GRP          24.00     6,492       25
SP-TYPE  TOTAL                                                                    24.00     6,492       25

                 (4XX) STUDY FACILITIES

PROG-GRP TOTAL                               (  )  UNIDENTIFIED PROG-GRP           2.00     3,674       50
SP-TYPE  TOTAL                                                                     2.00     3,674       50
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 21 SEP 1978            C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M            PAGE 3
                                     SUMMARY REPORT F1.2 - PART 1 OF 2
                                     SPACE TYPE TOTALS WITHIN PROGRAM
                                           BREAKDOWN BY CAMPUS

 ____________________ COLLEGE

 CAMPUS:    (TE) _______
-----------------------------------------------------------------------------------------------------------
                                          SP-TYPE          SPACE                  USE       NET      SCHEDULED
                                          CODE             TYPE                  RATIO    SQ. FT.    CAPACITY
-----------------------------------------------------------------------------------------------------------

                 (  ) UNIDENTIFIED PROG-GRP

SP-TYPE  TOTAL                            (WXX) NON-ASSIGNABLE AREA            156.00    46,994        0
SP-TYPE  TOTAL                            (1XX) CLASSROOM FACILITIES             2.00       491        0
SP-TYPE  TOTAL                            (3XX) OFFICE FACILITIES               40.00     9,782       25
SP-TYPE  TOTAL                            (4XX) STUDY FACILITIES                 2.00     3,674       50
SP-TYPE  TOTAL                            (6XX) GENERAL-USE FACILITIES          29.00     8,952       11
SP-TYPE  TOTAL                            (7XX) SUPPORTING FACILITIES           14.00     9,632        0
SP-TYPE  TOTAL                            (8XX) HEALTH-CARE FACILITIES           2.00       359        0
SP-TYPE  TOTAL                            (9XX) RESIDENTIAL FACILITIES         156.00    24,468        0
PROG-GRP TOTAL                                                                 401.00   104,392       86

                 (00) GENERAL USE

SP-TYPE  TOTAL                            (1XX) CLASSROOM FACILITIES            11.00     7,100      237
SP-TYPE  TOTAL                            (6XX) GENERAL-USE FACILITIES            .95     3,316      283
PROG-GRP TOTAL                                                                  11.95    10,416      520

                 (01) MANAGERIAL, ADMIN. & RELATED

SP-TYPE  TOTAL                            (2XX) LAB & INSTR. SHOP FACILITIES     3.00     2,284       40
PROG-GRP TOTAL                                                                   3.00     2,284       40

                 (02) SECRETARIAL CLERICAL & RELATED

SP-TYPE  TOTAL                            (2XX) LAB & INSTR. SHOP FACILITIES     7.00     3,488       80
PROG-GRP TOTAL                                                                   7.00     3,488       80

                 (04) TEACHING & RELATED
 21 SEP 1978            C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                       PAGE 2
                                     SUMMARY REPORT F1.2 - PART 2 OF 2
                                     PROGRAM TOTALS WITHIN SPACE TYPE
                                          BREAKDOWN BY CAMPUS

   ____________________ COLLEGE

  CAMPUS:    (PR)  ________
 --------------------------------------------------------------------------------------------------------------------
                                                  PROGRAM         PROGRAM GROUP          USE      NET      SCHEDULED
                                                   GROUP           DESCRIPTION           RATIO   SQ. FT.   CAPACITY
 --------------------------------------------------------------------------------------------------------------------

                       (WXX) NON-ASSIGNABLE AREA
 PROG-GRP TOTAL                                   (  )   UNIDENTIFIED PROG-GRP           5.00      816        0
 SP-TYPE  TOTAL                                                                          5.00      816        0

                       (1XX) CLASSROOM FACILITIES
 PROG-GRP TOTAL                                   (00)   GENERAL USE                     2.00    1.503       57
 SP-TYPE  TOTAL                                                                          2.00    1.503       57

                       (2XX) LAB & INSTR. SHOP FACILITIES
 PROG-GRP TOTAL                                   (16)   TRANSPORT EQUIPMENT OPERATING   3.00    1.560       55
 SP-TYPE  TOTAL                                                                          3.00    1.560       55

                       (3XX) OFFICE FACILITIES
 PROG-GRP TOTAL                                   (  )   UNIDENTIFIED PROG-GRP           3.00      407        0
 SP-TYPE  TOTAL                                                                          3.00      407        0

                       (4XX) STUDY FACILITIES
 PROG-GRP TOTAL                                   (  )   UNIDENTIFIED PROG-GRP           1.00      306       19
 SP-TYPE  TOTAL                                                                          1.00      306       19

                       (7XX) SUPPORTING FACILITIES
 PROG-GRP TOTAL                                   (  )   UNIDENTIFIED PROG-GRP           2.00      152        0
 SP-TYPE  TOTAL                                                                          2.00      152        0
 CAMPUS   TOTAL                                                                         16.00    4.744      131
```

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21 SEP 1978          C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                    PAGE 4
                                    SUMMARY REPORT F2.1 - PART 1 OF 2
                                    SPACE TYPE TOTALS WITHIN PROGRAM
                                         BREAKDOWN BY BUILDING

 ____________________ COLLEGE

 CAMPUS:   (TE)
 BUILDING: (ADM)  ADMINISTRATION BUILDING
---------------------------------------------------------------------------------------------------------------
                                                 SP-TYPE          SPACE                  USE      NET      SCHEDULED
                                                  CODE            TYPE                  RATIO  SQ. FT.     CAPACITY
---------------------------------------------------------------------------------------------------------------
                       (0400) BOOKKEEPING


                       (0430) INDUSTRIAL RECORDS & FIRST AID

SP-TYPE  TOTAL                                   (210) CLASS-LABORATORY                 1.00     1,448       20

PROGRAM  TOTAL                                                                          1.00     1,448       20

                       (0610) BUS. OFF TRAINING/BUS. CAREERS

SP-TYPE  TOTAL                                   (210) CLASS-LABORATORY                 3.00     2,160       60

SP-TYPE  TOTAL                                   (215) CLASS-LABORATORY SERVICE         2.00       382        0

PROGRAM  TOTAL                                                                          5.00     2,542       60

                       (0650) TYPEWRITING

SP-TYPE  TOTAL                                   (210) CLASS-LABORATORY                 1.00       716       20

SP-TYPE  TOTAL                                   (215) CLASS-LABORATORY SERVICE         1.00       230        0

PROGRAM  TOTAL                                                                          2.00       946       20

                       (1210) TEACHER TRAIN. (ELEM & 2NDARY)

SP-TYPE  TOTAL                                   (110) CLASSROOM                        1.00       558       18

PROGRAM  TOTAL                                                                          1.00       558       18

                       (1230) EARLY CHILDH PRESCH TEACHER TR

SP-TYPE  TOTAL                                   (210) CLASS-LABORATORY                 1.00       701       16

PROGRAM  TOTAL                                                                          1.00       701       16

                       (4980) CHEMISTRY
```

```
21 SEP 1978                     C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                    PAGE 5
                                              SUMMARY REPORT F2.1 - PART 2 OF 2
                                              PROGRAM TOTALS WITHIN SPACE TYPE
                                                   BREAKDOWN BY BUILDING

 ____________________ COLLEGE

CAMPUS:    (TE)
BUILDING: (ADM)  ADMINISTRATION BUILDING

----------------------------------------------------------------------------------------------------------------------------------
                                              PROGRAM            USING                    USE       NET       SCHEDULED
                                               CODE             PROGRAM                  RATIO    SQ. FT.     CAPACITY
----------------------------------------------------------------------------------------------------------------------------------

                       (210) CLASS-LABORATORY

PROGRAM  TOTAL                                (0430) INDUSTRIAL RECORDS & FIRST AID   1.00       1.448       20

PROGRAM  TOTAL                                (0610) BUS. OFF TRAINING/BUS. CAREERS   3.00       2.160       60

PROGRAM  TOTAL                                (0650) TYPEWRITING                      1.00         716       20

PROGRAM  TOTAL                                (1230) EARLY CHILDH PRESCH TEACHER TR   1.00         701       16

PROGRAM  TOTAL                                (4980) CHEMISTRY                        1.00       1.448       15

SP-TYPE  TOTAL                                                                        8.00       7.189      151

                       (215) CLASS-LABORATORY SERVICE

PROGRAM  TOTAL                                (0400) BOOKKEEPING                      1.00         120        0

PROGRAM  TOTAL                                (0610) BUS. OFF TRAINING/BUS. CAREERS   2.00         382        0

PROGRAM  TOTAL                                (0650) TYPEWRITING                      1.00         230        0

PROGRAM  TOTAL                                (4980) CHEMISTRY                        2.00         362        0

SP-TYPE  TOTAL                                                                        6.00       1.094        0

                       (310) OFFICE

PROGRAM  TOTAL                                (    ) UNIDENTIFIED PROGRAM            19.00       5.109        0

SP-TYPE  TOTAL                                                                       19.00       5.109        0

                       (315) OFFICE SERVICE

PROGRAM  TOTAL                                (    ) UNIDENTIFIED PROGRAM             4.00         846        0

SP-TYPE  TOTAL                                                                        4.00         846        0

                       (350) CONFERENCE RM (OFFICE RELATED)

PROGRAM  TOTAL                                (    ) UNIDENTIFIED PROGRAM             1.00         537       25
```

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21 SEP 1978            C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                  PAGE 3
                                      SUMMARY REPORT F2.2 - PART 1 OF 2
                                      SPACE TYPE TOTALS WITHIN PROGRAM
                                            BREAKDOWN BY CAMPUS

 ____________________ COLLEGE

 CAMPUS:    (TE) ______
-----------------------------------------------------------------------------------------------------------
                                          SP-TYPE           SPACE                    USE      NET     SCHEDULED
                                          CODE              TYPE                     RATIO  SQ. FT.   CAPACITY
-----------------------------------------------------------------------------------------------------------

                    (     ) UNIDENTIFIED PROGRAM

SP-TYPE  TOTAL                            (WWW) CIRCULATION AREA                  85.00    31.776       0
SP-TYPE  TOTAL                            (XXX) CUSTODIAL AREA                    19.00     1.618       0
SP-TYPE  TOTAL                            (YYY) MECHANICAL AREA                   52.00    13.700       0
SP-TYPE  TOTAL                            (115) CLASSROOM SERVICE                  2.00       491       0
SP-TYPE  TOTAL                            (310) OFFICE                            33.00     8.181       0
SP-TYPE  TOTAL                            (315) OFFICE SERVICE                     6.00     1.064       0
SP-TYPE  TOTAL                            (350) CONFERENCE RM (OFFICE RELATED)     1.00       537      25
SP-TYPE  TOTAL                            (430) OPEN-STACK READING ROOM            1.00     2.912      50
SP-TYPE  TOTAL                            (440) PROCESSING ROOM                    1.00       762       0
SP-TYPE  TOTAL                            (630) FOOD FACILITIES                    1.95     2.589     294
SP-TYPE  TOTAL                            (635) FOOD-FACILITIES SERVICE            7.00       727       0
SP-TYPE  TOTAL                            (650) LOUNGE                            17.00     6.752       0
SP-TYPE  TOTAL                            (655) LOUNGE SERVICE                     1.00        82       0
SP-TYPE  TOTAL                            (660) MERCHANDISING FACILITIES           2.00     1.081       0
SP-TYPE  TOTAL                            (690) LOCKER ROOM                        1.00        67       0
SP-TYPE  TOTAL                            (720) SHOP                               2.00       636       0
SP-TYPE  TOTAL                            (725) SHOP SERVICE                       1.00       702       0
SP-TYPE  TOTAL                            (730) STORAGE                           10.00     7.228       0
SP-TYPE  TOTAL                            (745) VEHICLE-STORAGE-FACILITY SERV.     1.00     1.066       0
SP-TYPE  TOTAL                            (810) PATIENT BEDROOM                    1.00        72       0
SP-TYPE  TOTAL                            (855) FIRST AID ROOM                     1.00       287       0
SP-TYPE  TOTAL                            (910) SLEEP/STUDY W/O TOILET/BATH      120.00    19.572       0
```

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21 SEP 1978                  C O L L E G E S'   S P A C E   I N V E N T O R Y   S Y S T E M                    PAGE 7
                                        SUMMARY REPORT F2.2 - PART 2 OF 2
                                        PROGRAM TOTALS WITHIN SPACE TYPE
                                             BREAKDOWN BY CAMPUS

      ____________________ COLLEGE

  CAMPUS:    (TE) ______
--------------------------------------------------------------------------------------------------------------------
                                                    PROGRAM            USING                 USE     NET      SCHEDULED
                                                     CODE             PROGRAM               RATIO  SQ. FT.    CAPACITY
--------------------------------------------------------------------------------------------------------------------
                     (280) OPEN AIR INSTRUCTIONAL YARD
PROGRAM  TOTAL                                     (2960) CARPENTRY                         1.00                 0
PROGRAM  TOTAL                                     (3000) BENCHWORK & JOINERY               1.00                 0
SP-TYPE  TOTAL                                                                              2.00                 0

                     (285) OPEN AIR INSTR. YARD - SERVICE
PROGRAM  TOTAL                                     (4060) AUTOMOTIVE MECHANICAL REPAIR      1.00       576       0
SP-TYPE  TOTAL                                                                              1.00       576       0

                     (287) INSTR. SHOP-YARD-OPEN AIR SER.
PROGRAM  TOTAL                                     (2960) CARPENTRY                         1.00                 0
SP-TYPE  TOTAL                                                                              1.00                 0

                     (310) OFFICE
PROGRAM  TOTAL                                     (    ) UNIDENTIFIED PROGRAM             33.00     8,181       0
SP-TYPE  TOTAL                                                                             33.00     8,181       0

                     (315) OFFICE SERVICE
PROGRAM  TOTAL                                     (    ) UNIDENTIFIED PROGRAM              6.00     1,064       0
SP-TYPE  TOTAL                                                                              6.00     1,064       0

                     (350) CONFERENCE RM (OFFICE RELATED)
PROGRAM  TOTAL                                     (    ) UNIDENTIFIED PROGRAM              1.00       537      25
SP-TYPE  TOTAL                                                                              1.00       537      25

                     (430) OPEN-STACK READING ROOM
```

2.9.4. Sample Reports. MINISTRY OVERALL SUMMARIES

From these computer Reports two overall summaries are prepared by the Ministry to provide an overview picture of the whole post-secondary system, and useful comparisons between institutions. These are updated annually and pubished for the benefit of all institutions as well as for Ministry staff.

Samples of these two summaries follow. The figures are typical but any resemblance to a particular facility is purely accidental.

(a) Sets out total net square feet attributed, at each institution, to each of the principal types of instructional use, and also to the supporting functions identified by the general grouping codes for using agency.

Function e.g. Student Support
General Support
Management and Administration
Special
Building and campus service
Research
Unassigned
Nonassignable

It also sets out (in brackets) the total scheduled capacity student stations in classrooms, labs and shops.

(b) Makes use of the same figures to indicate:

(i) (in brackets) the average density of occupancy e.g., average square feet per student station in classrooms, labs and shops.

(ii) The relative distribution of instructional space as between classrooms, labs, shops, gymn, and faculty offices in terms of the percentage of total instructional space (=100%) attributed to each of these principal space types.

(iii) The overall amount of space attributed to instruction as a percentage of TOTAL assignable space at the institution.

(iv) The relative amount of space attributed to each supporting function as a % of total instructional space, e.g., instructional support is equal to x% of instructional space.

Samples of these two summaries follow:

2.9.4(a) POST-SECONDARY FACILITIES INVENTORY SUMMARY : FUNCTIONAL DISTRIBUTION OF TOTAL NET SQUARE FEET.

INSTITUTE OR COLLEGE		NET SQUARE FEET ATTRIBUTED TO INSTRUCTION						NET SQUARE FEET ATTRIBUTED TO SUPPORT FUNCTIONS									
		1 CLASS ROOMS	2 LABS	3 SHOPS	4 GYM ONLY (EX.SUPP. SPACES)	5 FACULTY OFFICES	6 TOTAL INSTRNL. SPACE	7 INSTRN. SUPPORT	8 STUDENT SUPPORT	9 GENERAL SUPPORT	10 MANAGEMT AND ADMIN.	11 SPECIAL	12 CAMPUS SERVICE	13 NOT ASSIGNED	14 TOTAL ASSIGN-ABLE	15 NON ASSIGN-ABLE	16 TOTAL NET SQ.FT.
	(Student Stations)	(1286)	(1088)	(209)													
A.	Sq. Ft.	42,158	47,761	45,281	16,840	19,875	171,915	49,273	18,410	43,296	17,544	4,815	12,227	5,400	322,890	68,430	391,320
	(Student Stations)	(2568)	(978)														
B.	Sq. Ft.	54,814	51,400	-	-	14,815	121,029	38,208	16,194	18,293	15,108	-	3,180	1,200	213,212	61,421	274,633
	(Student Stations)	(982)	(615)	(131)													
B.	Sq. Ft.	24,980	36,415	47,821	17,820	11,402	138,438	31,216	7,821	12,315	10,840	5,141	6,128	-	211,899	75,416	287,315

2.9.4(b) POST-SECONDARY FACILITIES INVENTORY SUMMARY: ANALYSIS AND COMPARISON OF SPACE DISTRIBUTION

INSTITUTE OR COLLEGE		DISTRIBUTION OF INSTRUCTIONAL SPACE					6	SUPPORT SPACE AS % OF TOTAL INSTRUCTIONAL SPACE							
		1 CLASS ROOMS	2 LABS	3 SHOPS	4 GYM ONLY (EX.SUPP. SPACES)	5 FACULTY OFFICES	TOTAL INSTRNL. SPACE AS % OF ASSIGN-ABLE	7 INSTRN. SUPPORT	8 STUDENT SUPPORT	9 GENERAL SUPPORT	10 MANAGEMT AND ADMIN.	11 SPECIAL	12 CAMPUS SERVICE	13 NOT ASSIGNED	14 RATIO ASSIGNABLE TO TOTAL NET SQUARE FEET
	(Av.Station) Sq. Ft.	(33)	(44)	(217)			$\frac{6}{14} \times 100$	$\frac{7}{6} \times 100$	$\frac{8}{6} \times 100$	etc.					$\frac{14}{16} \times 100$
A.	%'s	25	28	26	10	11	53	29	11	25	10	3	7	-	83
	(Av.Station) Sq. Ft.	(21)	(53)												
B.	%'s	45	42	-	-	13	57	32	13	15	12	-	3	-	78
	(Av.Station) Sq. Ft.	(25)	(59)	(365)											
C.	%'s	18	26	34	13	9	65	23	6	9	8	4	4	-	74

SECTION 3

APPENDIX - UNIVERSAL CODES

SECTION 3

APPENDIX - UNIVERSAL CODES

3.1. Colleges and Institutes

LISTED ALPHABETICALLY NAME	CODE	CODE	LISTED NUMERICALLY NAME
B.C. Institute of Technology	07	07	B.C. Institute of Technology
Camosun College	15	13	Pacific Vocational Institute
Capilano College	21	15	Camosun College
Cariboo College	24	21	Capilano College
College of New Caledonia	45	24	Cariboo College
Douglas College	27	27	Douglas College
E. Kootenay Community College	30	30	E. Kootenay Community College
Emily Carr College of Art	70	33	Fraser Valley College
Fraser Valley College	33	37	Justice Institute
Justice Institute	37	39	Malaspina College
Malaspina College	39	42	Pacific Marine Training Inst.
North Island College	51	45	College of New Caledonia
Northern Lights College	48	48	Northern Lights College
Northwest Community College	54	51	North Island College
Okanagan College	57	54	Northwest Community College
Pacific Marine Training Inst.	42	57	Okanagan College
Pacific Vocational Institute	13	61	Selkirk College
Selkirk College	61	70	Emily Carr College of Art
Vancouver Community College	76	76	Vancouver Community College

3.2. Building Portability

COLUMN NO.

6 Codes

P = Permanent
D = Demountable
R = Relocatable
M = Mobile

Discussion:

Permanent: a fixed, built-on-site structure that is non-demountable.

Demountable: a portable structure that is not easily taken apart in units and relocated, i.e.: with considerable inter-connections between the original units and complex internal configurations.

Relocatable: a portable structure designed in modular units that has not had complex internal interconnections and configurations and the units of which can be easily taken apart and reconnected into a structure similar to the original.

Mobile: a trailer or highly portable unit of dimensions not exceeding those permitted by the Ministry of Highways.

3.3. Building Ownership

COLUMN NO.

9	Codes	O	=	Owned
		L	=	Leased
		S	=	Shared
		T	=	Temporary

Discussion:

Owned: A building or part-building, the title of which is held by the institution or by some other public body (see note) without rental arrangements. Responsibility for maintenance of structure and protection of capital investment is generally that of the institute or college but may be that of the public body.

Leased: A building or part-building, the title to which is held by the landlord or owner, who agrees to the use of the building by the institution - for a specified term, usually at a defined rental rate. Responsibility for maintenance of structure and protection of the capital investment is that of the lessor.

Shared: A building or part-building, the title to which is held by another agency, which is used in whole or part by the institution under some arrangement other than as in owned or leased buildings mutually agreed with the agency. Responsibility for maintenance of structure and routine preventative maintenance and repair and general administration is normally the responsibility of the other agency which will list the building in its own inventory.

This only includes space which for the term of the arrangement is under full-time administrative control of the institution.

The agency concerned should be shown in the description column, e.g. (B.C.I.T. Bldg.).

Temporary: A building or part-building (i.e. rooms or spaces) not owned or leased by or on behalf of an institution, but used on a limited time basis with considerable fluctuations - week by week, semester by semester or year by year.

(NOTE: Public Body - a Ministry of the Provincial Government or a local authority.)

3.4. Space Type

3.4.1. Definition of building areas.

(a) Gross Area

Definition: the sum of the floor areas of the building included within the outside faces of exerior walls for all stories, or areas that have floor surfaces.

Basis for Measurement: gross area should be computed by measuring from the outside face of exterior walls disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measure in terms of gross square feet (GSF).

Gross area is not recorded in the inventory and is mentioned here for information purposes only.

Description: in addition to all the internal floored spaces covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical-equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical-service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes. Unfinished areas at least 6'0" in height are also included.

Limitations: Exclude open courts and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

(b) Net Assignable Area

Definition: the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces defined as custodial, circulation, mechanical, or structural areas).

Basis for Measurement: all assignable areas should be computed by measuring from the inside finishes of surfaces which form the boundaries of the designated areas. Do not include unusable areas having less than 6'0" clear head room.

Description: included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, garages) which can be put to useful purposes in accompanying the institution's mission.

Limitations: deductions should not be made for necessary building columns and projections.

(c) Nonassignable Area

That portion of the building area not available for assignment to building occupants, but necessary for general operation. By definition, nonassignable area consists exclusively of: circulation, custodial and mechanical area. These are coded XXX, YYY and ZZZ as explained in the section dealing with space types.

(d) Area Definition Summary

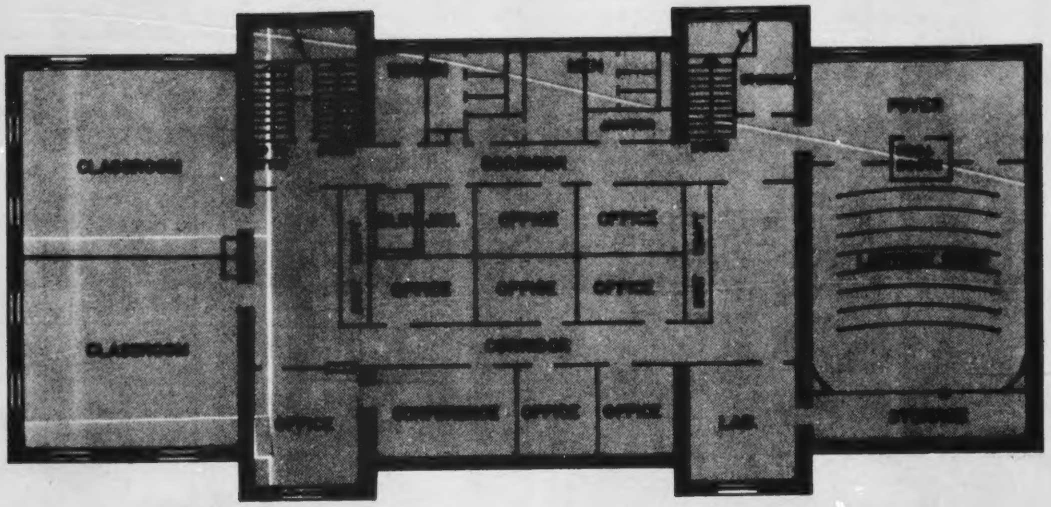
<table>
<tr><td>MAJOR SPACE TYPES</td><td>CLASSROOM
LABORATORY
OFFICE
STUDY
SPECIAL USE
SUPPORT
HEALTH CARE
RESIDENTIAL
UNCLASSIFIED</td><td>NET ASSIGNABLE AREA</td><td rowspan="2">NET AREA</td><td rowspan="3">GROSS AREA</td></tr>
<tr><td></td><td>CIRCULATION
CUSTODIAL
MECHANICAL</td><td>NON-ASSIGNABLE AREA</td></tr>
<tr><td></td><td>STRUCTURAL AREA</td><td colspan="2"></td></tr>
</table>

GROSS AREA = NET AREA + STRUCTURAL AREA

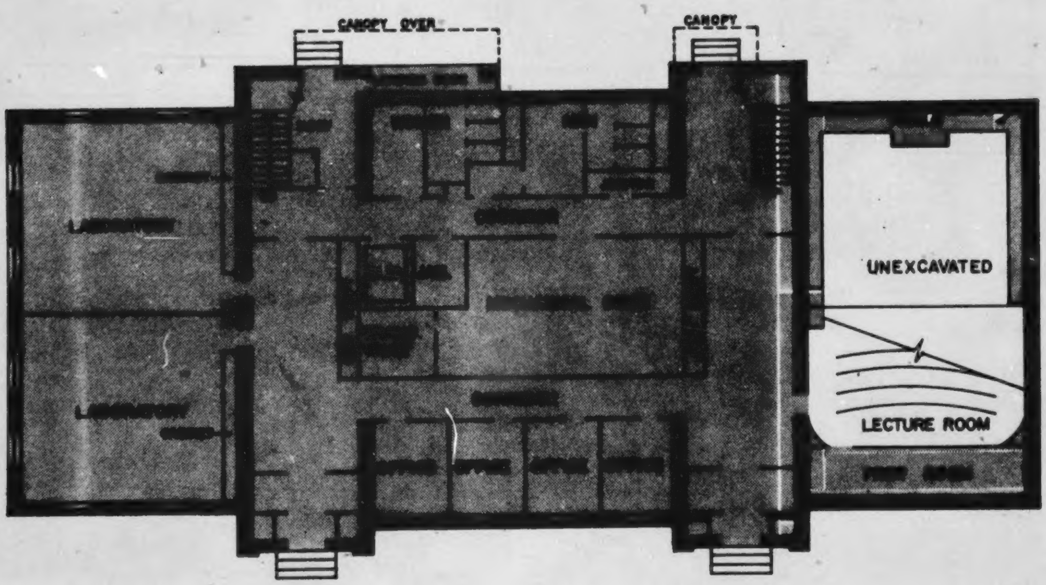
NET AREA = NET ASSIGNABLE AREA + NONASSIGNABLE AREA

NONASSIGNABLE AREA = CIRCULATION + CUSTODIAL + MECHANICAL

GROSS AREA (NOT RECORDED)

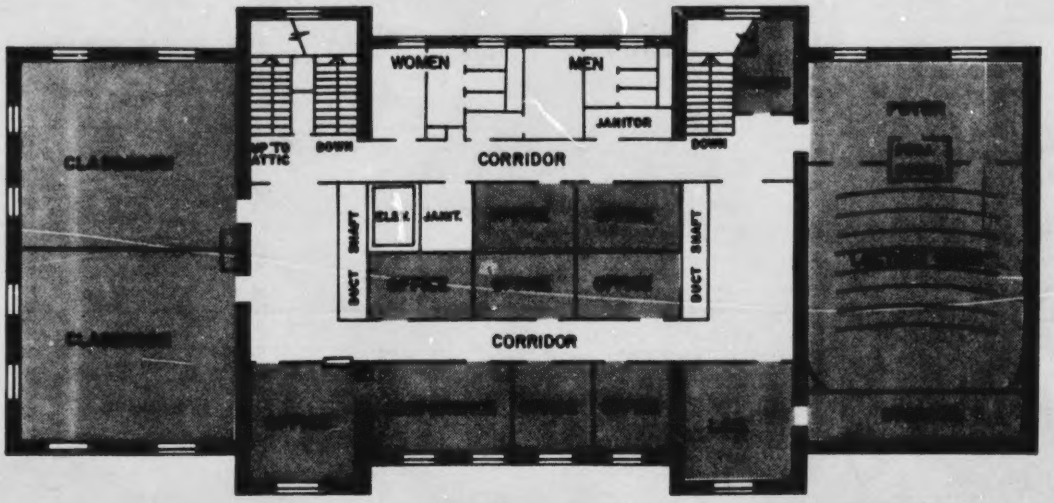

CLASSROOM
CLASSROOM
MEN
CORRIDOR
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
CORRIDOR
OFFICE
CONFERENCE
OFFICE
OFFICE
LAB.
FOYER
STORAGE

FIRST FLOOR

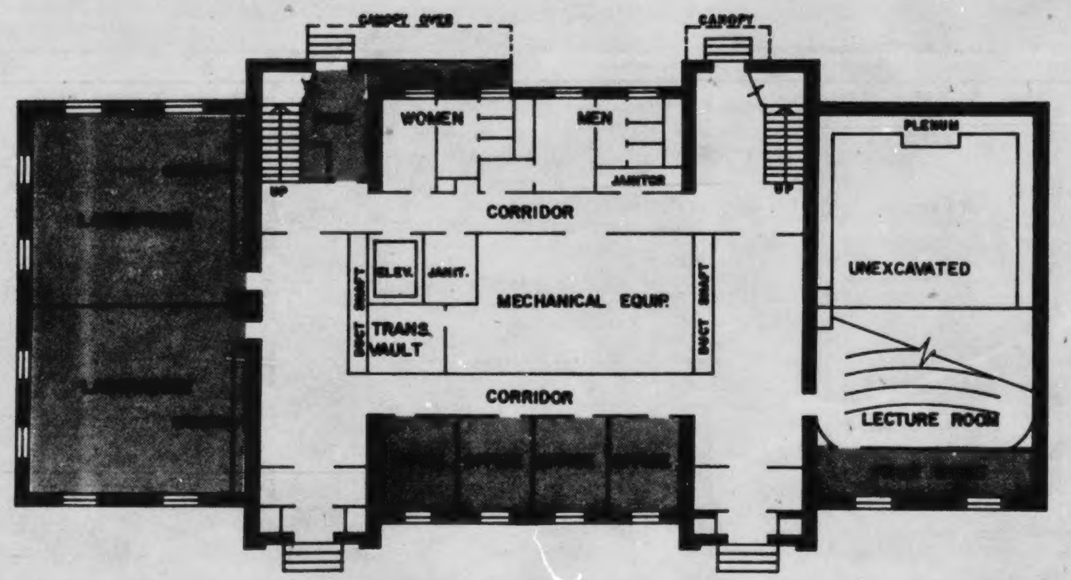

CANOPY OVER
CANOPY
LABORATORY
LABORATORY
CORRIDOR
OFFICE
UNEXCAVATED
LECTURE ROOM

GROUND FLOOR

NET ASSIGNABLE

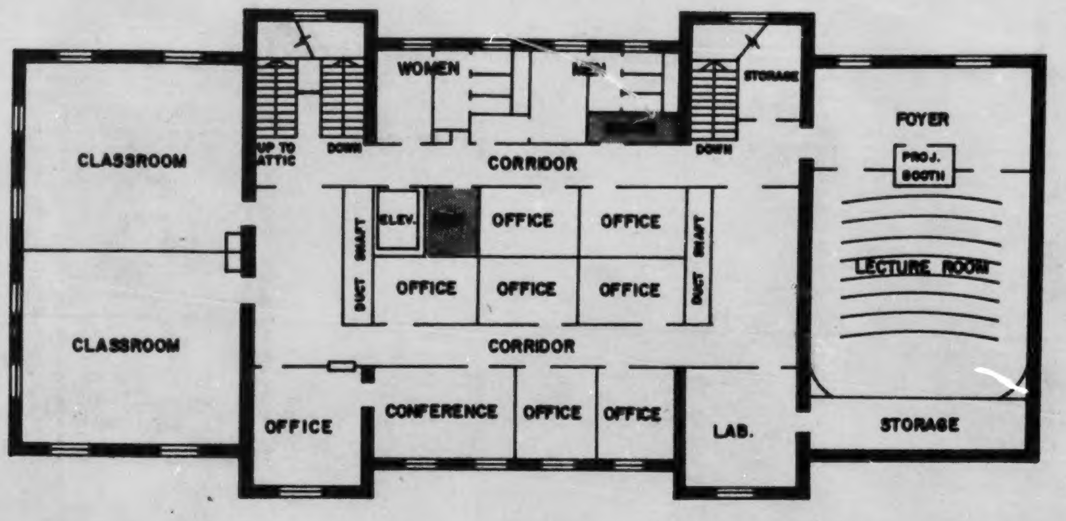

WOMEN
MEN
JANITOR
UP TO ATTIC
DOWN
DOWN
CORRIDOR
ELEV.
JANIT.
DUCT SHAFT
DUCT SHAFT
CORRIDOR

FIRST FLOOR

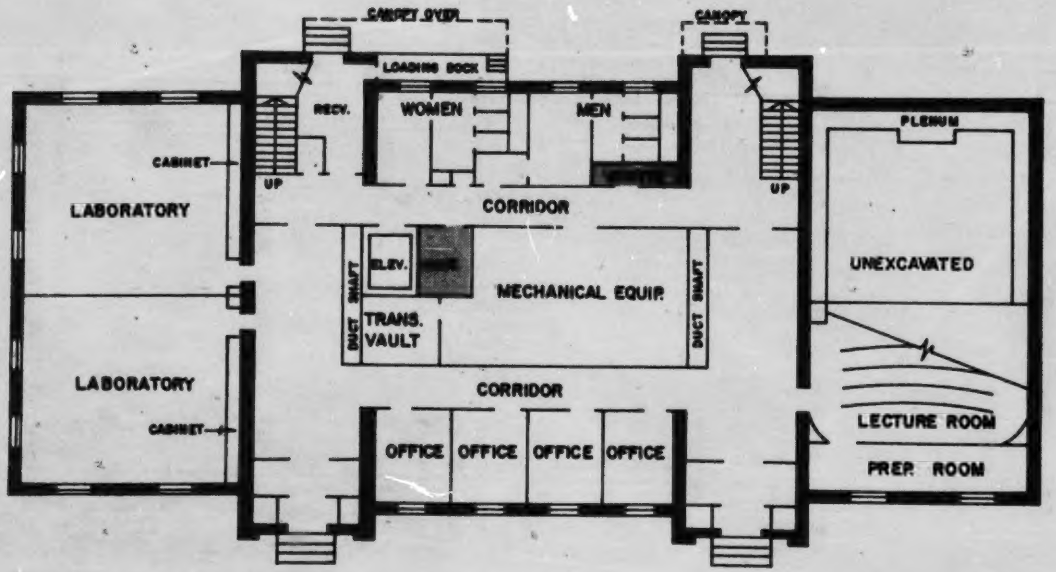

CANOPY OVER
CANOPY
WOMEN
MEN
JANITOR
UP
UP
CORRIDOR
ELEV.
JANIT.
DUCT SHAFT
TRANS. VAULT
MECHANICAL EQUIP.
DUCT SHAFT
CORRIDOR
PLENUM
UNEXCAVATED
LECTURE ROOM

GROUND FLOOR

NONASSIGNABLE : CUSTODIAL

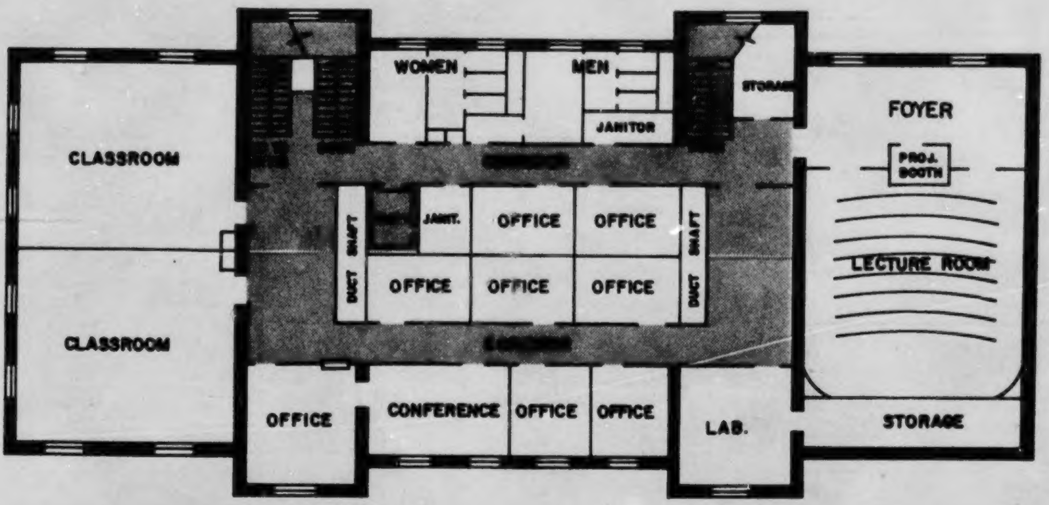

WOMEN
MEN
STORAGE
UP TO ATTIC
DOWN
DOWN
FOYER
CLASSROOM
CORRIDOR
PROJ. BOOTH
ELEV.
OFFICE
OFFICE
DUCT SHAFT
DUCT SHAFT
OFFICE
OFFICE
OFFICE
LECTURE ROOM
CLASSROOM
CORRIDOR
OFFICE
CONFERENCE
OFFICE
OFFICE
LAB.
STORAGE

FIRST FLOOR

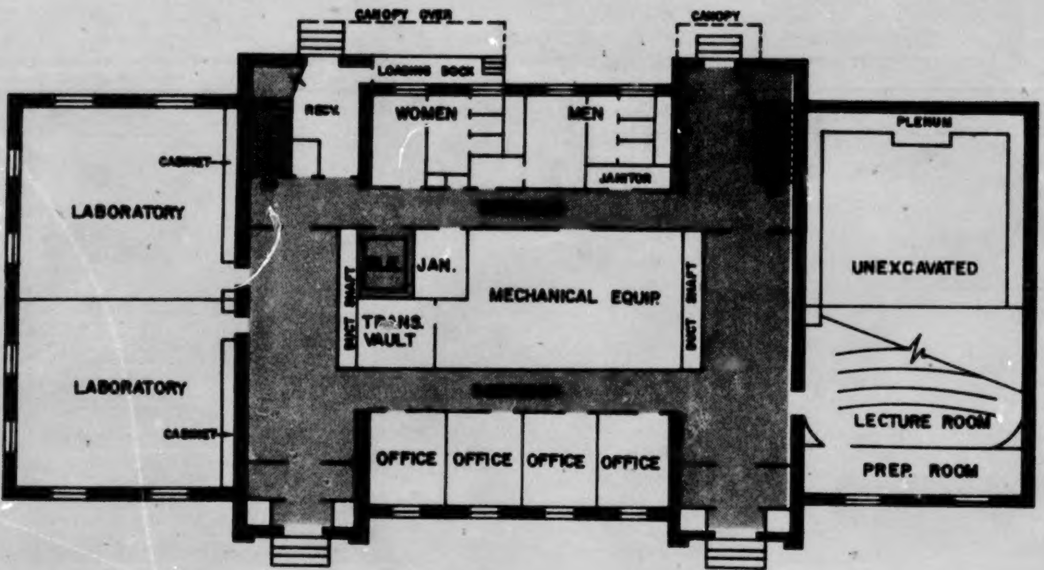

CANOPY OVER
CANOPY
LOADING DOCK
RECV.
WOMEN
MEN
PLENUM
CABINET
UP
UP
LABORATORY
CORRIDOR
ELEV.
DUCT SHAFT
MECHANICAL EQUIP.
DUCT SHAFT
UNEXCAVATED
TRANS. VAULT
LABORATORY
CORRIDOR
CABINET
LECTURE ROOM
OFFICE
OFFICE
OFFICE
OFFICE
PREP. ROOM

GROUND FLOOR

NONASSIGNABLE : CIRCULATION


WOMEN
MEN
STORAGE
JANITOR
FOYER
CLASSROOM
PROJ. BOOTH
JANIT.
OFFICE
OFFICE
DUCT SHAFT
LECTURE ROOM
DUCT SHAFT
OFFICE
OFFICE
OFFICE
CLASSROOM
OFFICE
CONFERENCE
OFFICE
OFFICE
LAB.
STORAGE

FIRST FLOOR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MECHANICAL EQUIP.
DUCT SHAFT
TRANS. VAULT
DUCT SHAFT
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LECTURE ROOM
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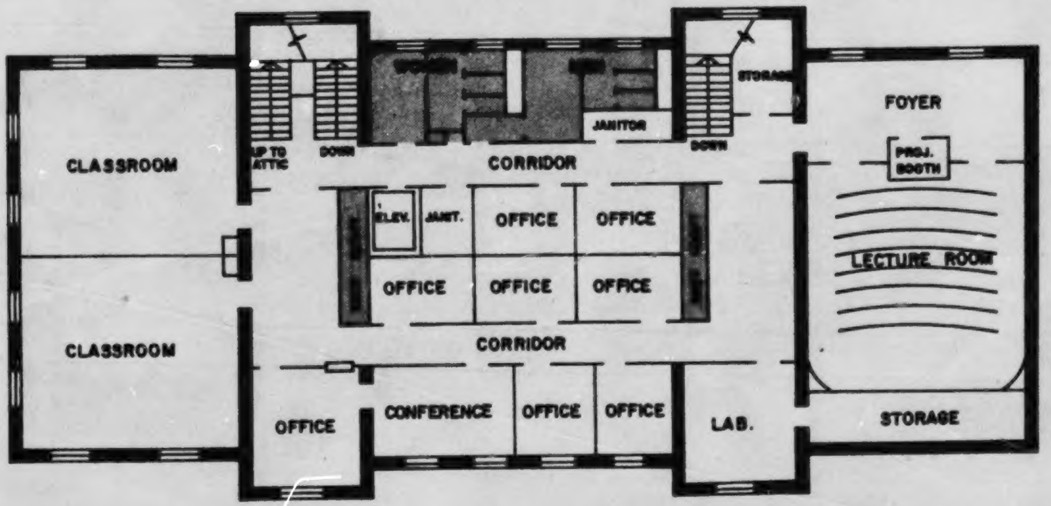
PREP. ROOM

GROUND FLOOR

NONASSIGNABLE: MECHANICAL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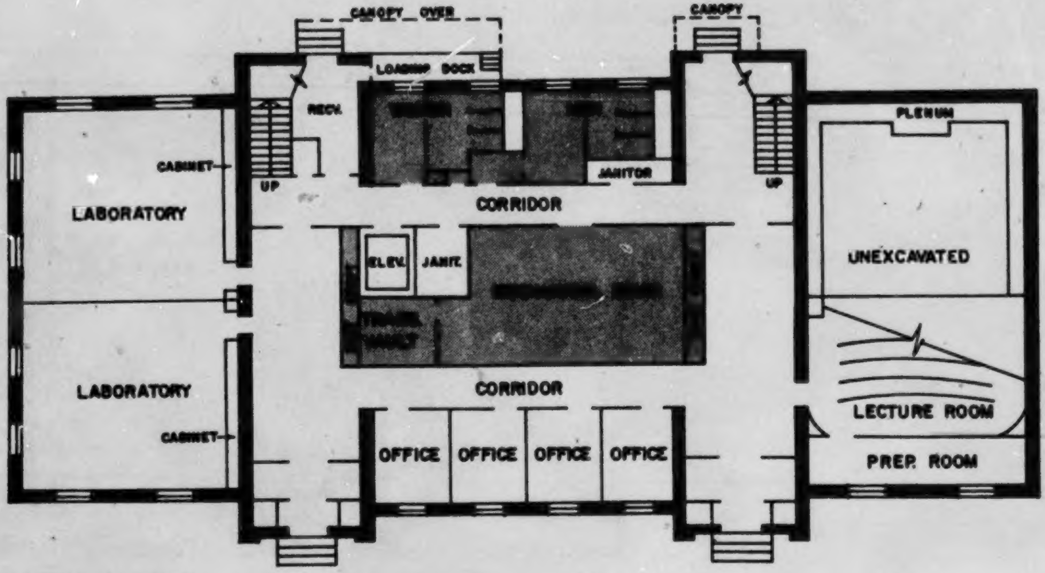
PROJ. BOOTH
LECTURE ROOM
STORAGE

FIRST FLOOR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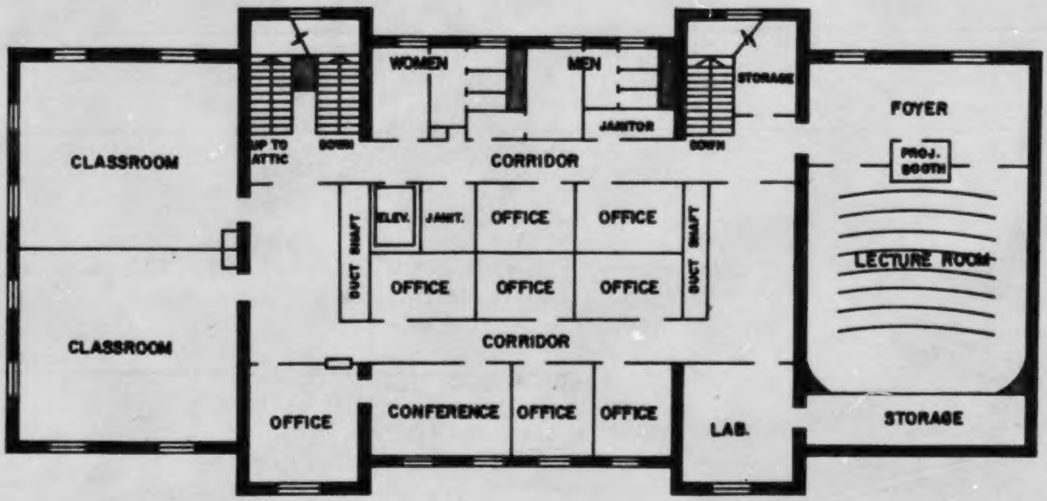
LECTURE ROOM
PREP. ROOM

GROUND FLOOR

STRUCTURAL AREA (NOT RECORDED)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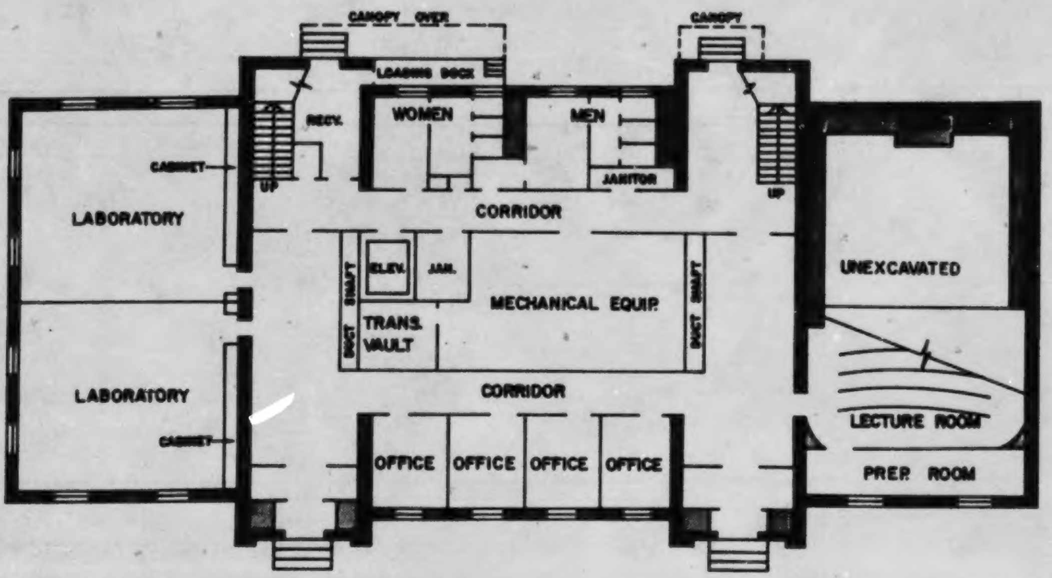
STORAGE

FIRST FLOOR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DUCT SHAFT
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CORRIDOR
LABORATORY
LECTURE ROOM
CABINET
OFFICE
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OFFICE
OFFICE
PREP. ROOM

GROUND FLOOR

3.4.2. Space Type Categories

(a) Summary (Column No. 16-18)

CODE	ASSIGNABLE AREA
100	CLASSROOM FACILITIES
110	Classroom
115	Classroom Service
200	LABORATORY AND INSTRUCTIONAL SHOP FACILITIES
210	Class-Laboratory
215	Class-Laboratory Service
220	Special-Class Laboratory
225	Special-Class Laboratory Service
230	Individual-Study Laboratory
235	Individual-Study Laboratory Service
250	Nonclass-Laboratory
255	Nonclass-Laboratory Service
260	Instructional Shop, Fixed Equipment
265	Service to above
270	Instructional Shop, Moveable Equipment
275	Service to above
280	Open Air Instructional Yard
285	Open Air Instructional Yard Service
287	All Instructional Shops and Yards - Open Air Service
300	OFFICE FACILITIES
310	Office
315	Office Service
350	Conference Room (Office Related,
355	Conference Room Service (Office Related)
400	STUDY FACILITIES
410	Reading/Study Space
420	Stack
430	Open-Stack Reading Space
440	Processing Space
455	Study Service

500 SPECIAL-USE FACILITIES

510 Armory
515 Armory Service
520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service
530 Audiovisual, Radio, TV
535 Audiovisual, Radio, TV Service
540 Clinic (Nonhealth Professions)
545 Clinikc Service (Nonhealth Professions)
550 Demonstration
555 Demonstration Service
560 Field Building
570 Animal Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other (All Purpose)
591 Daycare
592 Educational Support Special Facilities

600 GENERAL-USE FACILITIES

610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facilities
635 Food Facilities Service
650 Lounge
655 Lounge Service
660 Merchandising Facilities
665 Merchanising Facilities Service
670 Recreation
675 Recreation Service
680 Meeting Room (see also 350)
685 Meeting Room Service
690 Locker Room

700 SUPPORTING FACILITIES

710 Data Processing/Computer
715 Data Processing/Computer Service
720 Shop
725 Shop Service
730 Storage
731 Storage, Hazardous Materials
735 Storage Service
740 Vehicle-Storage Facility
745 Vehicle-Storage Facility Service
750 Central Foods Stores
760 Central Laundry

800 HEALTH CARE FACILITIES

810	Patient Bedroom
820	Patient Bath
830	Nurse Station
840	Surgery
850	Treatment
855	First Aid Centre
860	Service Laboratory
870	Supplies
880	Public Waiting
895	Health Care Service

900 RESIDENTIAL FACILITIES

910	Sleep/Study without Toilet/Bath
919	Toilet/Bath
920	Sleep/Study with Toilet/Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House

000 UNCLASSIFIED FACILITIES

050	Inactive Area
060	Alternation or Conversation Area
070	Unfinished Area

CODE	NONASSIGNABLE AREA
WWW	CIRCULATION AREA
XXX	CUSTODIAL AREA
YYY	MECHANICAL AREA
ZZZ	STRUCTURAL AREA

Possible Problems

The following are cases in which there has been some doubt as to the most appropriate coding. The codes which were recommended as being the most suitable are listed hereafter to provide a useful precidence and to ensure consistancy.

Space Description	Recommended Space Type
Av. Media Production Centre	530
Av. local storage serving classrooms or labs	115/215
Archives: Live bulk file storage space	315
Public Accessible Archives	410
Dead file storage (central)	730
Coffee lounge for Faculty and staff	650
Data processing space serving administration	710
Data processing space - multi use service	710
Day-Care facilities	592
Grounds Maintenance shop (includes garden sheds)	720
Loading dock serving central stationery store	735
Loading dock serving a particular instructional shop (e.g. Woodwork)	265
NB. The clear language description identifies both these as loading docks.	
Learning Assistance space	592
Lockers and washroom adjacent to an instructional shop and specifically for use by the occupants of the shop	265
Mail room (a function of administration)	315
Office (faculty) serving an instructional shop (e.g. Woodwork)	310
Open-plan areas adjacent to "Humanities" & "Social Sciences" (Capilano)	650
Photocophying: Central multi-use	720
Local-depending on users	115/215/315
Printing central campus-wide service	720
Reception areas adjoining lobbies	310
Registration space (office)	310
Student society (office)	310
Typing - central campus-wide service	720
Women's Resource Centre	592

(b) Detail

110 CLASSROOM FACILITIES

110 Classroom

N.B.
This space has been left blank for notes to be made in the event any difficulty is expressed in selecting the most appropriate space type. Thus the reason for the decision that is arrived at will be paced on record.

Definition: A space used by classes that does not require special-purpose equipment for student use.

Description: Included are spaces generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general-purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study, if this does not render the room unsuitable for use by classes in other areas of study.

Limitations: Does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; spaces with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large space with seating oriented toward some focal point which is used for dramatic or musical productions or for general meetings, is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes.) A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A space with specialized equipment, such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

Possible Problems:

Distant Class Rooms:

How are classrooms coded which for distance or other reasons are not available for campus-wide scheduling?

All classrooms must be coded: Space type 110, function 11 and program 0000.

In principal the user unit will be the nominated central scheduling authority - in most cases. However, classrooms not available in practice for campus-wide scheduling can be identified by attributing them to a different user-unit, e.g., one in the immediate vicinity. The "campus" data element will also identify such classrooms as being on a site other than the main campus.

Several Space Types in one physical space:

How is a lab at one end of a space and a classroom at the other end of the same space coded?

Assume an imaginary dividing line and prorate accordingly - 110-210 space types.

115 Classroom Service

Definition: A space that directly serves one or more classrooms as an extension of the activities in such a room.

Description: Included are projection rooms, cloakrooms, preparation rooms, closets, and storage, if they serve classrooms.

Limitations: Does not include projection rooms, cloakrooms, preparation rooms, closets, or storage, if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for schedule classes) is classified as assembly facility service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A space used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a space normally limits or precludes its use for other disciplines. Included in this category are spaces generally referred to as teaching laboratories, typing laboratories, drafting rooms, band rooms, choral rooms (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped spaces, if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories, if that instruction is conducted primarily in regularly scheduled classes.

Limitations: Does not include laboratory spaces that serve as individual (or independent) study (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include spaces generally referred to as research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special-use facilities (500). Computer processing facilities used jointly for instruction and/or administration are coded data processing/computer (710).

215 Class Laboratory Service

Definition: A space that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory, except animal rooms and greenhouse.

Limitations: Does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or nonclass laboratories (255). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220 Special-Class Laboratory

Definition: A space used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation or practice in a field of study.

Description: A special-class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design of and/or equipment in such a space normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such spaces as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special-class laboratories is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: Does not include class laboratories (210), individual study rooms (230 or 410), and research (nonclass) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special-use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

225 Special-Class Laboratory Service

Definition: A space that directly serves one or more special-class laboratories as an extension of the activities in those rooms.

Description: Included are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special-class laboratory, except animal rooms and greenhouses.

Limitations: Does not include spaces that serve class laboratories (215), individual-study laboratories (235), or nonclass laboratories (255). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual-Study Laboratory

Definition: A space used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included are music practice rooms, individual-study laboratories, and similar spaces that serve a particular subject-matter area. Stations may be grouped (as in an individual-study laboratory) or individualized (as in a music practice room).

Limitations: Does not include individual-study facilities intended for general-study purposes. Study areas not related to a specific area of study are classified as study facilities (400).

Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

235 Individual-Study Laboratory Service

Definition: A space that directly serves one or more individual-study laboratories as an extension of the activities in those rooms.

Description: Included are equipment storage rooms, stock rooms, and similar rooms which serve an individual-study laboratory facility, except animal rooms and greenhouses.

Limitations: Does not include spaces that serve class laboratories (215), special-class laboratories (225), or nonclass laboratories (255). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Nonclass Laboratory

Definition: A space used for laboratory applications, research and/or training in research methodology that require special-purpose equipment for staff and/or student experimentation or observation.

Description: Included are spaces generally referred to as research laboratories and research laboratory-offices.

Limitations: Does not include spaces generally referred to as teaching laboratories, such as class laboratories (210), special-class laboratories (220), or individual-study laboratories (230).

255 Nonclass Laboratory Service

Definition: A space that directly serves one or more nonclass laboratories as an extension of the activities in those rooms.

Description: Included are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a nonclass laboratory, except animal rooms and greenhouses.

Limitations: Does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special-class laboratory (225), or an individual-study laboratory (235). Spaces that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

260 Instructional Shops - Fixed Equipment

Definition: A workshop primarily used for instructional purposes in which fixed special purpose machinery or equipment is installed to provide for the development of related practical skills in trade, technical or artistic fields.

Description: Equipped to provide for specific trade, technical or artistic disciplines. Instruction will focus on the development of individual skills of high quality. Such shops are generally suitable only for instruction in such skills or in specialized related fields such as the organization of production which requires the skills and equipment.

Examples include welding, millwork, pottery, textile machinery shops, using, respectively, fixed welding benches and generators, machine tools, kilns, or other such static equipment requiring permanent location due to weight, structure, exhaust or service provisions.

Limitations: Does not include workshops used for maintenance or production purposes (720), individual art studios which provide a service and private work areas for an instructor (265 or 275), or workshops in which most of the equipment used for instruction is by nature portable and must be moved from place to place (270).

265 Instructional Shop - Fixed Equipment - Service

Definition: A space that serves an Instructional shop directly by providing support without which the shop could not function.

Description: Spaces such as equipment and material storage, tool storage, stripping, and de-greasing spaces, changing and washrooms, instructor's individual and studio or work areas adjacent to and supporting related instructional shops.

Limitations: Excludes classroom or laboratory service spaces within the same instructional shop building or apparently related to the shop (115, 215, 225) and vehicle storage areas (745) other than for individual material moving vehicles solely committed to use in the particular shop.

270 Instructional Shops - Movable Equipment

Definition: A workshop primarily used for instructional purposes in which movable special purpose machinery or equipment is used to provide for the development of related practical skills in trade, technical or artistic fields.

Description: In such shops, work stations may be located according to the size, shape, lighting or other condition affecting the work to be done. Machinery or equipment is not normally permanently installed although items such as band-saws, grinders or vertical drills may be in fixed locations for use as required. Such shops are generally suitable only for the specific trade, technical or artistic and instructional purposes intended because of space figuration and mode of use.

Examples include bricklayers, sculpture, television repair shops. The feature which particularly distinguishes this category from 260 is that the equipment can be moved quickly, cheaply and easily.

Limitations: Excludes workshops used for maintenance or production purposes (720), instructor's individual art studios or work areas (265 or 275); shops in which the bulk of instructional equipment is permanently located (260).

275 Instructional Shop - Movable Equipment - Service

Definition: A space that serves an Instructional shop directly by providing support without which the shop could not function.

Description: Space such as equipment and material storage, tool storage, stripping and de-greasing spaces, changing and washrooms, instructor's individual and studio or work areas adjacent to and supporting related instructional shops.

Limitations: Excludes classroom or laboratory service spaces within the same instructional shop building or apparently related to the shop (115, 215, 225) and vehicle storage areas (745) other than for individual material moving vehicles solely committed to use in the particular shop.

280 Open Air Instructional Yards (No net assignable square feet)

Definition: A workshop area outside a building structure primarily used for instructional purposes in which special purpose fixed or mobile machinery or equipment is used to provide for the development of related practical skills in trade, technical or artistic fields.

Description: Characteristically buildings constrain and prevent full development of relevant skills. Specialized machinery or installations may be required; erection of materials to form structures may require spaces and heights not available in closed shops.

Examples include landscape and horticulture areas, steel trades construction yards, pipe welding yards, heavy duty equipment operating training areas, stone mason and sculpture yards.

Limitations: Excludes agricultural production or horticultural production acreage, work areas for the development of permanent structures, driving practice areas and storage areas for equipment, track ways between storage areas and training areas, areas used for training purposes whilst producing a permanent facility.

285 Open Air Instructional Yard - Service

Definition: A space that serves an Open Air Instructional yard directly by providing support without which the yard could not function.

Description: Space such as equipment and material storage, tool stores, stripping and de-greasing spaces, changing and washrooms. Includes storage buildings, areas for vehicles and equipment used for instructional purposes in the open air yards.

Limitations: Excludes classrooms or laboratory service spaces adjacent to or apparently related to the areas (115, 215, 225) and vehicle and equipment storage areas other than those used for instructional purposes in the open air yards.

287 All Instructional Shops and Yards - Open Air Service (No net assignable square feet.)

Definition: Ancillary spaces, adjacent to enclosed shops or open air instructional yards, not completely enclosed by walls although frequently roofed, (e.g. an open fronted lean-to) providing essential support facilities.

Description: Outside storage for working equipment materials and machinery, space for preparation of equipment for instructional purposes, spaces such as welding generator shelter, fertilizer and horticultural equipment storage, steam cleaning areas.

Limitations: Structurally open at least on one face to the elements, not used for primary practical work by students.

300 OFFICE FACILITIES

310 Office

Definition: A space used by faculty, staff, or students working at a desk (or table).

Description: An office typically is equipped with one or more chairs, tables, bookcases, and/or filing cabinets. Included are faculty administrative, clerical, graduate and teaching assistant, and student offices etc. Included is a studio (music, art, etc.) if that space also serves as the office of a staff member.

Limitations: Special note should be taken of spaces equipped both as office and "research laboratory". A space equipped with laboratory benches specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a nonclass laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those spaces that have office-type equipment and fixed laboratory-type equipment (primarily in the biological and physical science) within the same space be classified as nonclass laboratories (250). Large spaces, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member, are classified according to the primary purpose of the space, rather than as offices.

Possible Problems:

Coding Open Plan Office:

How are large open-plan office areas coded?

Two issues arise:

(a) The overall space may be occupied by different functions or activities and call for separate records appropriate to each. Dividing lines to separate the several different areas should be assumed and the total space prorated into its components for each of which a separate record is raised.

(b) Main circulation space should not be coded as assignable space but recorded separately under space type code WWW. Main circulation corridors can usually be readily identified by one or more of their characteristics:

i) they are usually 5'0" or more wide
ii) they provide main thoroughfares for through traffic
iii) they lead to/from main entrance points, exits, fire exits, etc.

and are clearly distinguishable from the narrower feeder routes (3'0" wide) which provide access to work group and work stations. The latter should be included in office space.

315 Office Service

Definition: A space that directly serves an office or group of offices as an extension of the activities in those spaces.

Description: Included are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, mail room, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities (720).

350 Conference Room (Office Related)

Definition: A space serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.

Description: A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used by any group or groups. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Spaces that serve both as conference rooms and meeting rooms should be classified according to their principal use.

Limitations: Does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms (315), or lounge facilities (650).

355 Conference Room Service (Office Related)

Definition: A space that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Included are kitchenettes, chair storage rooms, projection rooms, sound equipment, etc.

Limitations: Does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (685). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

410 Reading/Study Space

Definition: A space used by individuals to study books or audiovisual materials.

Description: Included are library reading rooms, carrels, study rooms, individual-study stations, study booths and similar rooms, that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading space may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430). Reading space need not be located only in libraries, but may be found also in residence halls or academic buildings.

Limitations: Does not include individual-study laboratories (230) limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special-class laboratories (220), nonclass laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or loung facilities (650).

Possible Problems:

How are study carrels in a corridor coded?

Study carrels, in use, may be found in a wide corridor simply because there is no other place for them. Likewise lockers. In both cases they are free-standing.

The space is prorated on a square foot basis and attributed:

% to corridor coded WWW. Function 00
% to carrels coded 410. Function 21

420 Stack

Definition: A space (or portion of a space) used to provide shelving for library or audiovisual materials.

Description: Included are library stacks (See also 430).

Limitations: Does not include bookshelf space in classrooms, laboratories, or offices. Audiovisual film and tape libraries that generally serve groups (rather than individuals) are classified as audiovisual, radio, TV facilities (530).

Separate tape-storage spaces for language laboratories should be classified as special-class laboratory service (225) or individual-study laboratory service (235). Separate spaces containing musical scores, records, and tapes are classified as stack space, if the primary purpose of the materials is for instruction or research (as in a library or music building). Spaces containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open-Stack Reading Space

Definition: A combination reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included are open-stack reading rooms.

Limitations: Not used if the area of an open-stack reading space can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category, if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

440 Processing Space

Definition: A space which serves a reading/study space, stack, or open-stack reading room as a supporting service to such spaces.

Description: Included are areas generally used to house card catalogues, circulation desks, bookbinding, microfilm processing, and audiovisual record-playback equipment for distribution to individual-study stations.

Limitations: Does not include such library space as offices for staff (310); acquisitions work areas that are to be classified as offices (310); campuswide or centralized audiovisual preparation areas, bookbinding and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special-class laboratories (220), offices (310), or other appropriate designations.

455 Study Service

Definition: A space which directly serves reading/study rooms, stacks, open-stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a "service" category for each type of space. Because such facilities are minimal in library-type spaces, this one category of study-facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: Does not include card catalogues, circulation desks, and other areas designed as processing rooms (440).

500 SPECIAL-USE FACILITIES

510 Armory

Definition: A space (or area) used by Reserve Officer Training Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor rifle ranges, and special-purpose military-science rooms.

Limitations: Classroom (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

515 Armory Service

Definition: A space that directly serves an armory facility as an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class-laboratory service rooms (215), and office service rooms (315) are so classified even though they are located in an armory building.

520 Athletic/Physical Education

Definition: A space (or area) used by students, staff or the public for athletic/physical education activities.

Description: Included are gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields", and fieldhouses.

Limitations: No distinction by space-use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The programme dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to subdivide this category further; it does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523); outside fields, tennis courts, archery ranges, etc., and rooms used for recreational purposes (670), such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, or hobby rooms.

Possible Problems:

Which function code should be used for the spaces accommodating physical education or athletic activities? For example, gymnasium, squash court, handball court, with space type codes 520 and 523.

Such activities may be part of a scheduled instructional program or they may simply be providing recreational opportunities for all students, or for students and staff in general.

The appropriate functional codes to be applied would therefore appear to be:

1.0 Instruction: when these spaces accommodate instructional activities.

3.0 Student Support: when they provide recreational opportunities for all students.

4.0 General Support: when they provide for students and staff.

Strictly speaking this is correct. However, to do this creates three unacceptable problems.

(a) It leads to inconsistencies and confusion in summaries and across-the-board comparisons between institutions. Athletic spaces attributed to instruction are readily identified; those attributed to student support or general support are lost within the larger totals in which they have been assimilated.

(b) When one space is attributable to two or even three different functions at different times of the day it becomes tempting to prorate the space on a time-sharing basis which is contrary to the policy which is universally applied in all other cases.

(c) Differences between institutions in the selection of the most appropriate function code distort comparative analysis at the summary level.

Therefore to overcome these difficulties:

In All Cases:

Space types 520 Athletic/Physical Ed.
523 Athletic/Physical Ed. Spectator Seating

together with:

Space type 310 Offices used by Athletic/Physical Education faculty members.

are allocated FUNCTION CODE 1.9 Athletic Instruction.

All other space types accommodating supporting activities within an athletics building are coded with the appropriate supporting function code in the 2.0, 3.0, 4.0, 7.0, 00 series.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: Does not include temporary or movable seating areas. Stadium seating by definition is structural area.

525 Athletic/Physical Education Service

Definition: A space that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included are physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first-aid rooms, skate-sharpening rooms, towel rooms, etc.

Limitations: Does not include public toilet rooms.

530 Audiovisual, Radio, TV

Definition: A space (or group of spaces) used for the production and distribution of audiovisual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: Includes spaces generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special-class laboratories (220) if not scheduled.

535 Audiovisual, Radio, TV Service

Definition: A space that directly serves an audiovisual, radio or TV facility as an extension of the activities in that facility.

Description: Included are film libraries, tape libraries, control rooms, videotape recorder rooms, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, equipment storage rooms and editing spaces.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service (215) or special-class laboratory service (225).

540 Clinic (Nonhealth Professions)

Definition: A space used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry and student health care.

Description: Included are patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: Does not include clinics associated with student health care or clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Nonhealth Professions)

Definition: A space that directly services a clinic facility as an extension of the activities in that facility.

Description: Included are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: Does not include spaces which serve health care facilities (800).

550 Demonstration

Definition: A space (or group of spaces) used to practice the principles of certain disciplines such as teaching and home economics.

Description: Includes demonstration schools, laboratory schools, preschool nurseries, etc. if the facilities support the training of the college-level students as teachers. This category includes home-management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, preschool nurseries, and home management houses in which the students serve as the subject for a research study are classified as nonclass laboratories (250). Spaces that serve nursery, elementary, or secondary school students (in a laboratory school or preschool nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

555 Demonstration Service

Definition: A space that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Included are facilities generally referred to as storerooms, laundry, etc., in a home-demonstration facility, and kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between a demonstration facility and demonstration-facility service is somewhat arbitrary. In general, the primary activity areas - such as kitchen, dining room, living room (in a home-demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) - should be designated as demonstration facilities.

560 Field Building

Definition: A barn (or similar structure) for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to agricultural field operations, and are frequently located outside the central campus area. Also included are meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms, such as endocrine research laboratories, dairy research laboratories, etc., should be classified as nonclass laboratory facilities (250).

570 Animal Quarters

Definition: A space that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: Includes animal rooms, cage rooms, stalls, wards, and similar rooms used to house animals intended for class laboratories, nonclass laboratories, special-class laboratories, or individual-study laboratories.

Limitations: Does not include areas for treatment of patient animals. (See health care facilities [800].)

575 Animal Quarters Service

Definition: A space that directly serves an animal-care facility as an extension of the activities in that facility.

Description: Includes feed storage rooms, feed mixing rooms, cage-washing rooms, and similar facilities such as surgery, casting or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. (See health care facilities [800].)

580 Greenhouse

Definition: A building or space, usually composed chiefly of glass or other light-transmitting material, for the cultivation and/or protection of plants.

Description: Includes greenhouses.

Limitations: Does not include greenhouse related to farm operations. (See 650).

585 Greenhouse Service

Definition: A space that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes spaces generally referred to as headhouses.

Limitations: Does not include greenhouses related to farm operations. (See 560).

590 Other

Definition: A category of last resort.

Description: Included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: Should have very limited use, if at all.

591 Daycare

Definition: Spaces used wholly for the minding or caring of children.

Description: Includes all spaces used for a government certified Day Care program or child-minding operation, eg.: also includes washrooms, kitchens, storage rooms, cloakrooms that are used in direct support to and are an integral part of the day care or childminding operations.

592 Educational Support Special Facilities

Definition: A space used primarily as a resource type area for student drop-in activities that are support in nature to instruction.

Description: The functions in this kind of space are regarded as direct support to the basic educational program. However, the space is distinguishable from classrooms and labs or from offices in that it is not regularly or irregularly scheduled for classes, or it is in large part a staff area. Rather it functions more as a drop-in area with certain special educational resources both materials/equipment and personnel.

Limitations: Does not include Library/Media Centre study areas, reference/resource areas (400 series), Group Counselling rooms (350), Media Production Centre (530).

600 GENERAL-USE FACILITIES

610 Assembly

Definition: A space designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock-judging, or commencement activities.

Description: Includes theaters, auditoriums, concert halls, arenas, chapels, and livestock-judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

Definition: A space that directly serves an assembly facility as an extension of the activities in that facility.

Description: Includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, makeup rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are nonassignable space classified as circulation area (WWW).

620 Exhibition

Definition: A space used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.

Description: Includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

625 Exhibition Service

Definition: A space that directly serves an exhibition facility as an extension of the activities in that facility.

Description: Includes workrooms, for the preparation of materials and displays, vaults, or other storage for works of art, check rooms, etc.

Limitations: Research areas in museums are classified as nonclass laboratories (250) or nonclass-laboratory service (255).

630 Food Facilities

Definition: A space used for eating.

Description: Includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines, rather than serving counters, are included in this category.

Spaces with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

635 Food Facilities Service

Definition: A space that directly serves a food facility as an extension of the activities in that facility.

Description: Includes kitchens/refrigeration rooms, freezers/dishwashing rooms, areas for cafeteria serving, preparation, cleaning, etc.; and similar areas in residence halls, also food storage.

Possible Problem

Production and Teaching Kitchens:

How is a kitchen, serving a cafeteria, in which students are also receiving instruction coded?

Equipment, and especially, layout of a teaching kitchen is markedly different from that for a "production" kitchen. The answer to this question therefore lies in the purpose for which the kitchen was originally designed.

If the kitchen was primarily designed for teaching it should be classified as a class laboratory 210 and function 13.

If it was designed as a Production Kitchen it should be coded 635 and function 42.

650 Lounge

Definition: A space used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A lounge area associated with a toilet is non assignable space and classified as mechanical area (see appendix 6.5, item 3.3). A space devoted wholly to vending machines is classified as a merchandising facility (660). Vending-machine areas in food facilities are classified 630.

655 Lounge Service

Definition: A space that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facilities

Definition: A space (or group of spaces) used to sell products or services.

Description: Includes bookstores, barber shops, post offices, dairy stores, student union "desks", and vending-machine areas devoted wholly to vending machines.

Limitations: Does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending-machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680), which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665 Merchandising Facilities Service

Definition: A space that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included are supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

Definition: A space used by students, staff, and/or the public for recreational purposes.

Description: Includes bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (non instructional) music-listening rooms, and hobby rooms.

Limitations: Does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or field houses that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

Definition: A space that directly serves a recreation facility as an extension of the activities in that facility.

Description: Includes storage closets, equipment-issue rooms, cashiers' desks, and similar rooms.

Limitations: Does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525), such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

680 Meeting Room

Definition: A space used for a variety of nonclass meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs, although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short-term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental nonclass activities.

Limitations: Spaces serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685 Meeting-Room Service

Definition: A space that serves a meeting room as an extension of the activities in that room.

Description: Included are kitchenettes, chair storage rooms, projection rooms, sound-equipment rooms, etc.

Limitations: Does not include kitchenettes and chair storage rooms that serve conference rooms (355).

690 Locker Room

Definition: A space used for changing clothes and/or storing personal materials.

Description: Includes service spaces intended for student and/or staff use, principally for storage of clothing and/or individual materials, e.g., physical-plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas. (See 525).

700 SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A space (or group of spaces) used for processing of data by computers.

Description: Includes keypunch rooms, electronic data-processing rooms, electronic computer rooms, and similar data-processing.

Limitations: Does not include spaces containing desk calculators, post-billing machines, cheque-writing machines, and similar office or office-service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other EDP equipment in a space otherwise classifiable as an office (310) not be prorated to this category. A data-processing facility used only for instruction should be classified as a class laboratory (210), special-class laboratory (220), or individual-study laboratory (230).

If a space, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that space, but rather classify the entire space as office (310).

715 Data Processing/Computer Service

Definition: A space that directly serves a data-processing computer facility as an extension of the activities in that facility.

Description: Includes card-storage, paper-form storage, tape storage, and control rooms, plugboard storage and wiring rooms; and equipment repair rooms, observation rooms, and similar service areas.

Limitations: Does not include spaces for data-processing personnel. These spaces should be classified as offices (310).

720 Shop

Definition: A space used for the manufacture, repair or maintenance of products or equipment.

Description: Includes carpenter plumbing, electrical, and painting shops, and similar physical-plant maintenance facilities. It also includes central printing and duplicating shops, and ground maintenance facilities such as tool and equipment sheds.

Limitations: Does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as instructional shops (260 or 270). Materials preparation areas in audiovisual, radio stations, and TV studios should be classified as (535). Maintenance and repair areas for vehicles, airplanes, boats, etc., should be classified as (745). Engineering drafting rooms serving the physical-plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

725 Shop Service

Definition: A space that directly serves a shop facility as an extension of the activities in that facility.

Description: Included are tool-supply storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker, shower, and lunch rooms, and similar nonpublic areas that serve the shop facility should be included.

Limitations: Does not include service areas related to class laboratories (215) or nonclass laboratories (255). It does not include vehicular repair facilities (garages) classified as vehicle-storage facility service (745). Blueprint storage rooms should be classified as office service (315).

730 Storage

Definition: A space used to store materials.

Description: Classification of a space as a storage facility is limited by definition to a central storage facility and inactive storage. Storage related to other types of space follows the classification of the type of space with a "service" designation. For example a storage closet for office supplies is classifed as office service (315). The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage space that must be close at hand to an instructional space because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category (115, 215, 315, etc.).

Possible Problems:

Coding Multi-use General Storage:

On a small campus or remote site, there is often only one general storage space serving many uses. How should it be coded? For example, it could be:

Space type 315 - Serving offices
Space type 730 - Central storage
Space type 115 - Serving classrooms

Such spaces should be coded according to the predominant use. If in doubt, the instructional use should take precedence.

731 Storage, Hazardous Materials

Definition: A space used for central storage of hazardous materials.

Description and Limitations: In so far as "storage" the same criteria apply as for 730. It is the hazardous nature of the materials stored which dictates this classification. If the materials to be stored are potentially explosive, corosive, contaminant or hazardous to life, or emit dangerous or noxious fumes, then 731 is the appropriate classification for the spaces in which they are stored. Open-Air spaces used to store hazardous materials under tarpaulins should not be included.

735 Storage Service

Definition: A space that directly serves a storage facility.

740 Vehicle-Storage Facility

Definition: A space or structure that is used to house and/or store vehicles.

Description: Includes parking structures and other spaces and buildings generally referred to as garages, boathouses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: Does not include portions of barns or similar field building facilities used to house farm implements. Uncovered exterior parking areas are excluded.

745 Vehicle-Storage Facility Service

Definition: A space or structure used to service vehicles.

Description: Includes any area associated with a vehicle-storage facility used for maintenance and repair of automotive equipment, boats, airplanes, and vehicles.

Limitations: Does not include service areas that serve building maintenance and repair, and are classified as shop facilities (720).

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: Includes food-storage areas, lockers, cold rooms, refrigerators, meat-processing areas, and similar facilities located in a central food-stores building.

Limitations: Offices (310) located in central food-stores building are so classified. Food-storage areas, freezers, lockers, etc., not located in a central food-stores building are classified as food-facilities service (635).

760 Central Laundry

Definition: A central facility used for cleaning, washing, drying rooms, ironing linens, uniforms, etc.

Description: Includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not included in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

800 HEALTH-CARE FACILITIES

NOTE: Includes the space uses listed below located in student health facilities and in health-professions clinics and in hospitals.

The codes and definitions in this series (800) are designed to describe health-care facilities for humans as well as animals requiring health care. This category does not include nonmedical clinic facilities. Note also that offices that serve in health-care activities are classified as offices (310). Therefore, a tabulation of all facilities dedicated to student health care may be obtained by summing all room-use categories for function subcategory 46 in Report E2.

810 Patient Bedroom

Definition: A space equipped with a bed and used for patient care.

Description: Includes general nursing care, acute care, semiconvalescent-rehabilitative adult or pediatric bedrooms, intensive-care units, progressive-coronary-care units, emergency-bed-care units, observation units, infant-care nurseries, incubator units, wards, etc. Connected clothes closets are included, as are stalls for animal patients.

820 Patient Bath

Definition: A space containing patient bath and toilet facilities.

Description: Included are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A space or area used by nurses who are supervising and/or administering health-care facilities.

Description: Included are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formulation-preparation areas, medications areas, etc.

Limitations: Spaces that can be identified as offices should be classified 310.

840 Surgery

Definition: A space used for surgery.

Description: Included are major and minor-surgery rooms, delivery rooms, special-procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room, such as labour rooms, recovery rooms, monitoring/observation rooms, special support-equipment rooms (e.g. anesthesia, heart, lung, X-ray, etc.), dictation booths, scrubup areas, instrument cleanup and storage, gurney storage, and sterile-supplies storage.

850 Treatment

Definition: A space used for diagnostic and therapeutic treatment.

Description: Included are spaces used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catherization, pulmonary function/vascular testing, EEG, EGG, EMG, combined doctor's office and examination/treatment rooms, and spaces which support treatment rooms as a direct extension of the activities of such a facility, such as dressing rooms, film-processing and viewing rooms, work-preparation rooms, and special-equipment storage.

855 First Aid Centre

Definition and Description: A space usually equipped to WCB requirements, to provide emergency first aid treatment.

860 Service Laboratory

Definition: A space used to provide diagnostic support services to health-care facilities.

Description: Includes pathology, pharmacy, autopsy labs, etc., providing such services as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope rooms and spaces which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadavar storage/ morgue, autoclave and centrifuge rooms, and warm and cold rooms.

Limitations: Does not include class laboratories (210), special-class laboratories (220), or other facilities used primarily for organized instruction.

870 Supplies

Definition: A space used to store supplies for health-care.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature other than that included in other primary and service-room types.

880 Public Waiting

Definition: A space used by the public to await admission, treatment, or information.

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas, used in connection with a Health Care Unit.

Limitations: Lounges (650) are excluded from this category.

895 Health-Care Service

Definition: Spaces used for housekeeping, and linen storage and handling. Includes spaces used by housekeeping staff for store rooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Nonassignable areas are explicitly excluded from this category; excludes mechanical and equipment areas.

900 RESIDENTIAL FACILITIES

NOTE: Offices that serve residential activities are coded 310. Likewise, food facilities that serve student and faculty housing activities are coded 630 and 635. Therefore, a tabulation of all facilities dedicated to student and faculty housing may be obtained by summing all room-use categories for function subcategory 62 in Report E2.

910 Sleep/Study without Toilet/Bath

Definition: One or more residential spaces for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), chair(s), without an internally connected bath.

Description: Includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study and includes connected closets.

Limitations: Study spaces for general use, available and open to the dormitory residents at large and not part of bedroom or sleeping-room suites should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food-preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food service (635).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended only for the occupants of the residential facilities rather than for the general public.

Description: Includes common or shared bathroom facilities which may consist of full or half-bath, showers, or toilet/shower combinations, used by the residents and accessible from a corridor or other general circulation area.

Limitations: Does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more spaces for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: Includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study spaces for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food-preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food-facilities service (635).

935 Sleep/Study Service

Definition: A space (or group of spaces) which directly serves the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: Includes laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: Does not include food facilities (see 630 and 635), central laundry (see 760), central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670 and 675), or nonassignable building service areas.

950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. Includes apartments provided for faculty, staff, or students; apartments need not be located in a residential building.

955 Apartment Service

Definition: A space (or area) that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: Includes laundry rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. Includes houses provided for faculty, staff, or students.

000 UNCLASSIFIED FACILITIES

050 Inactive Area

Definition: Spaces available for assignment to an organizational unit or activity but unassigned at the time of the inventory.

Limitations: Spaces being modified or not complete at the time of the inventory are classified 060 or 070.

060 Alteration or Conversion Area

Definition: Spaces temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Limitations: Spaces inactive or not complete at the time of inventory are classified 050 and 070 respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings or additions to existing buildings not completely finished at the time of the inventory.

Limitations: Intended only for the unfinished part of a building or addition; the parts that are in use should be classified elsewhere.

WWW Circulation Area (see Section 3.4.1.)

Definition: Required for physical access to some subdivision of space whether directly bounded by partitions or not.

Basis for Measurement: Should be computed by measuring from the inner faces of walls or partitions which enclose horizontal spaces used for such purposes. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas having less than 6'0" clear head room.

Description: Should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways, loading platforms, elevator lobbies, and tunnels and bridges.

Limitations: When determining corridor areas, only horizontal spaces required for general access should be included - not aisles used only for circulation within office suites, auditoriums, or other working areas. Deductions should not be made for necessary building columns and projections.

In open landscaped offices and suitable spaces the main thoroughfares, for general traffic and routes to fire exits, are normally 5'0" or more in width. These should be recorded as "circulation" and coded WWW under Space Type.

The distinguished criterion is the 5'0" or more width.

Secondary routes leading off the main thoroughfares to work group and individual work stations, will be included in the office area.

NOTE: The Using Unit for Circulation Areas should be facilities services or the equivalent.

XXX Custodial Area (see Section 3.4.1.)

Definition: The sum of all areas of a building used for its projection, care, and maintenance.

Basis for Measurement: Should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for necessary building columns and minor projections. Do not include unusable areas with less than 6'0" clear head room.

Description: Should include such areas as trashrooms, guardrooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

Limitations: Should not include central physical-plant shop areas, nor special-purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

YYY Mechanical Area (see Section 3.4.1.)

Definition: That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

Basis for Measurement: Should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas. Do not include unusable areas with less than 6'0" clear head room.

Description: Should include, but not be limited to, mechanical areas in central utility plants, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical-service shafts, meter and communications closets, service chutes, stacks, and nonprivate washrooms (custodial and public).

Limitations: Deductions should not be made for necessary building columns and projections.

ZZZ Structural Area

Definition: Should be construed to mean that portion of the gross area which cannot be occupied or put to use because of structural building features.

Basis for Measurement: Precise computation by direct measurement is not contemplated under these definitions. Should generally be determined by assuming it to be the residual area after the assignable and nonassignable areas (circulation, custodial, and mechanical) have been subtracted from the gross area.

Description: Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

3.5. Using Agency: Function

3.5.1. Summary

Column No.
38 - 39 GENERIC GROUPINGS

10	Instructional
20	Instructional Support
30	Student Support
40	General Support
50	Management and Administration
60	Special
70	Building and Campus Service
80	Research
90	Unassigned
00	Non-assignable

Possible Problems:

The following are cases in which there has been some doubt as to the most appropriate coding. The codes which were recommended as being the most suitable are listed hereafter to provide a useful precidence and to ensure consistancy.

Space Use	Recommended Function
Av. Medical Production Centre	24
Archives: Public Accessible Archives	22
Dead file storage (Central)	36
Coffee lounge for Faculty and staff	45
Data processing space serving administration	56
Data processing space - multi use service	41
Day-Care facilities	31
Grounds Maintenance shop (includes garden sheds)	71
Loading dock serving central stationery store	57
Loading dock serving a particular instructional shop (e.g. Woodwork)	21
NB. The clear language description identifies both these as loading docks.	
Learning Assistance space	18
Lockers and washroom adjacent to an instructional shop and specifically for use by the occupants of the shop	21
Mail room (a function of administration)	51
Office (faculty) serving an instructional shop (Woodworking)	13
Open-plan areas adjacent to "Humanities" & "Social Services" (Capilano)	21
Photocopying: Central multi-use	56
Printing central campus-wide service	41
Registration space (office)	56
Student society (office)	32
Typing - central campus-wide service	41
Women's Resource Centre	21

3.5.2. Function Detail

10 INSTRUCTIONAL TOTAL

11 Instructional General

Definition: The instructional function consists of those activities whose outputs are eligible for credit in meeting specified curricular requirements leading toward a particular post secondary degree, diploma or certificate granted by the institution or which makes available to the public the various unique instruction resources and capabilities of higher education.

Facilities Application: Areas housing activities of the instructional function are to be classified here if they serve the entire program or under one of the sub-categories listed subsequently if they house specific portions of the instructional function. All classrooms are to be coded with the function code 11 and with a program code of 0000.

Limitations: Areas housing activities for any purposes other than instructional should be assigned to the appropriate category.

12 General Academic/Technical Instruction

Definition: Consists of instructional function elements operating during the standard academic term (as defined by the institution) that are part of a formal curriculum leading towards an academic or technological degree, diploma or certificate normally requiring a two year or longer full-time attendance. The function elements are managed by regular instructional departments.

Facilities Application: Areas housing instructional elements operating during the standard academic term are classified here. Typically, related instructional offices for Department Chairmen, support staff, faculty and laboratories are classified under this sub-category.

In cases where an academic/technical discipline is offered primarily for instruction to vocational students; e.g., mathematics for auto mechanics, it is appropriate to identify the facilities with the associated discipline having management responsibility for the activities and to code them within the occupational and vocational instruction sub-category (e.g., 13....). The same college may offer a mathematics course for transfer students. That course facility would be appropriately coded 12....

Limitations: Areas housing functions and/or activities typically associated with vocational programs of less than two year full-time attendance should be included under sub-category 13. Areas that house special-session instruction (14) and extension instruction (for credit) (15) are also excluded. All classrooms are to be coded with the function code 11 and program code 0000.

13 Occupational and Vocational Instruction

Definition: Consists of activities established primarily to provide instruction in nonacademic disciplines. It exists primarily for institutions offering less than two year full-time programs for vocational certification in the trades and paraprofessional areas.

Facilities Application: Areas housing instructional elements serving such programs are classified here. Typically, instructional staff offices and laboratories that serve these programs are classified here.

It is appropriate to identify the facilities with the associated discipline having management responsibility for the activities and to code them within the occupational and vocational subcategory (e.g., 12....) if offered by a department from outside the Occupational/Vocational instructional division.

Limitations: Areas serving special-session instruction (14) and extension intruction (for credit) (15) are excluded. All classrooms are to be coded with function code 11 and program code 0000.

14 Special-Session Instruction

Definition: Consists of instructional activities that offer credit toward a formal degree, diploma or certificate and are in operation during summer session, interim session, or other period that is not common with the institution's regular term.

Facilities Application: Areas assigned specifically to special-session activities are included; e.g., the summer-session office that throughout the year is devoted to arranging admissions, scheduling, and other matters for summer session. Offices and laboratories devoted ony to special session are also included.

Limitations: Facilities serving all elements of the instruction function, regardless of the term, are more appropriately coded under general academic instruction (12). All classrooms are to be coded with function code 11 and program code 0000.

15 Continuing Education

Definition: Consists of all instructional activities managed separately by a Continuing Education Division (or similar agency within the institution) and applicable toward a formal degree, diploma or certificate.

Facilities Application: Areas assigned to extension instruction activities are included; e.g., the extension offices and associated meeting rooms.

Limitations: Facilities serving all elements of the instructional function such as offices and laboratories, are more appropriately coded under general academic instruction (12). Excluded also are facilities that house activities that may not be credited toward formal degrees, diplomas or certificates and are offered by an institution primarily as a public service; e,g., community education, short courses, etc. (16; 17). All classrooms are to be coded with function code 11 and program code 0000.

16 Community Education

Definition: Consists of activities managed within the instructional departments or elsewhere within the institution to provide non-credit instructional services to members of the community; e.g., short courses, professional review courses, etc.

Facilities Application: Areas housing noncredit instructional services provided for members of the community are classified here; e.g., the office or meeting rooms used only for community education.

Limitations: Areas housing noncredit instructional services to provide supplemental or remedial services are classified under 18.

17 Cooperative Extension Service

Definition: Consists of all activities established through cooperative efforts between the institution and outside agencies (e.g., joint institute/community threatre; distance learning facilities). The distinguishing feature of these activities is that the program and fiscal control is shared by the institution with one or more governmental units. These cooperative extension programs are often a cross between independent operations and public service.

Facilities Application: Areas housing activities and services associated with cooperative extension services are to be classified here; e.g., facilities assigned to joint theatre programs or service to industry.

Limitations: Facilities accommodating functions under the control of an agency external to the institution are to be classified under Special Functions, Outside Agencies (65).

18 Supplementary Education Service

Definition: Consists of activities established primarily to provide students with supplemental instruction outside the normal academic program. Generally, activities within this sub-category are established to provide remedial education service as contrasted with instructional activities that are a part of the degree, diploma or certificate curriculum.

Facilities Application: Includes areas specifically assigned to providing supplemental instruction outside the normal instructional function. Some offices and classrooms may be assigned specifically for this type of usage.

Limitations: If such functions form a major part of the institute's instructional programs they should be included in (12) or (13). Spaces housing instructional activities for the community are excluded (16).

1.9 Athletic and Physical Education Instruction
(N.B. See notes on Space Type 520.)

Definition: Consists of all activities which provide students with scheduled physical education or athletic instruction or unscheduled, supervised or unsupervised, recreational opportunities for individuals or teams.

Facilities Application: Includes areas specifically assigned to physical education or athletic activities, (e.g. gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, weight lifting rooms, swimming pools, ice rinks, indoor tracks, and indoor tennis courts) and associated spectator seating.

Office spaces accommodating physical education or athletic faculty members are also included.

Limitations: Spaces, other than the primary athletic spaces, that house associated supporting activities are coded with the appropriate support function code: 2.0, 3.0, 4.0, 7.0, 00.

20 INSTRUCTIONAL SUPPORT TOTAL

21 Instructional Support Total

Definition: To provide support services integral to the operations of the primary programs through retention, preservation, and display of materials, or to provide services that directly assist the institution's instructional functions.

Facilities Application: Areas housing activities of the instructional support function are classified here if they serve the entire instructional program, or under one of the sub-categories listed subsequently if they house specific segments of the instructional support function.

Limitations: Excluded are areas housing activities established to maintain the organization and provide operational support for the day-to-day functioning of the organization. Such areas are classified under the general support function (40).

22 Libraries

Definition: Consists of all activities that directly support the operation of a catalogued or otherwise classified collection of published material.

Facilities Application: Areas housing activities supporting the operation and maintenance of a collection of published material are classified here; e.g., the general campus library, department libraries.

Limitations: Areas that are intended to serve as departmental reading rooms should be classified under the appropriate category of the instructional function.

23 Museums and Galleries

Definitions: Consists of all activities established to provide services related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.

Facilities Application: Areas such as museums, galleries and arboretums are included in this category.

Limitations: Research areas in museums or galleries should be classified under the appropriate category of the organized research function (80).

24 Audiovisual Services

Definition: Consists of those activities associated with providing audio and/or visual materials to support the instructional functions of the institution.

Facilities Application: Areas housing activities established to provide audio and/or visual materials for use in the instructional functions are classified here.

Limitations: Areas housing activities that use audiovisual technology as part of the instructional process; e.g., language laboratories, are excluded. Areas housing learning resource centres are more appropriately coded under Supplemental Education Services (18).

25 Computing Support

Definition: Consists of those activities established to provide computing support to the instructional functions.

Facilities Application: Areas housing such computing support activities are classified here.

Limitations: Excluded are areas that house administrative data processing activities which are included as part of the administration function (56). In the case of a centralized centre serving both instructional and administrative needs it is recommended that the institute attempt to distinguish between the areas required for supporting the administrative computing activities and those required for instructional computer support activities. (If necessary areas should be proportioned between them under "Use Ratio".) Areas housing computer-assisted instruction activities should be handled in the same manner as closed-circuit television areas; i.e., they may be identified with course activities and should be coded under the appropriate category of the instruction function.

30 STUDENT SUPPORT TOTAL

31 Student Support General

Definition: To contribute to the student's emotional and physical well-being, outside the context of the formal instructional function.

Facilities Application: Areas housing activities of the student services are classified here if they serve the entire function, or under one of the sub-categories listed subsequently if they house specific portions of the student services. Areas having the administration of student services are also included in this category.

Limitations: Areas housing instructional activities are coded under the appropriate category of the instructional function (10, 11, etc.).

32 Social, Cultural and Recreational Development

Definition: Consists of all activities established to provide for the student's social and cultural development outside of the instructional curriculum.

Facilities Application: Areas classified here include those that house student activities, cultural events, student organizations, recreation, intramural athletics, and intercollegiate athletics. Includes areas such as student unions, athletics and sports complexes.

Limitations: Areas primarily housing instructional activities are excluded.

33 Counselling and Career Guidance

Definition: Consists of activities established to provide counselling services, career guidance, and placement services for the student body.

Facilities and Limitations: Includes areas housing activities of placement bureaus, counselling centres, etc.

Limitations: Areas used by faculty for informal student counselling are excluded.

34 Financial Aid

Definition: Consists of activities estabilshed to provide financial aid and assistance for students.

Facilities Application: Includes financial analysis and counselling, work study and student employment, scholarships, loans, grants and related records. Typically, such areas are offices and associated conference rooms.

Limitations: Excluded are placement bureaus for students leaving the institution.

40 GENERAL SUPPORT TOTAL

41 General Support General

Definition: Activities that contribute to the effectiveness of the role of the institution by providing specific support services.

Facilities Application: Areas housing activities such as food services and cafeteria, bookstores, retail outlets, concessions, assistance to disadvantaged, Central Printing, Central Typing, and Central, shared or multi-use computer facilities are in this category.

Limitations: Areas housing primarily student oriented activities (30) or administrative activities (50) should be appropriately classified. Student residences are classified under Special (62).

42 Food Services

Definition: Areas primarily intended to provide food preparation and service facilities.

Facilities Application: Includes kitchens, dining rooms, cafeteria, snack bar, service outlets and food and drink vending machine spaces.

Limitations: Excludes food preparation areas primarily used for instructional purposes.

43 Book Stores

Definition: Areas used for the sale of text books, stationery and other materials to students and staff.

Facilities Application: Sale of materials must be under institutional management.

Limitations: Areas managed by an Outside Agency should be placed in that category (65); those managed by a body such as a student association should be placed in Retail Stores (44).

44 Retail Stores

Definition: General sale of goods.

Facilities Application: Convenience stores which sell general merchandise and may include in their sales significant amounts of study material. May be managed by a student association or the institute.

Limitations: Excludes institute's bookstore (43) or a franchise managed operation (65).

45 Faculty and Staff Services

Definition: Consists of activities established and intended to provide support services for faculty and staff.

Facilities Application: Includes areas such as faculty clubs.

Limitations: Facilities used for several component groups, including staff (40), if primarily for students (30).

46 Medical Services

Definition: Activities associated with providing first aid, medical, dental, psychiatric and other retail services.

Facilities Application: Spaces such as clinics, surgeries, consulting rooms, dispensaries, sick bays and first aid facilities.

Limitations: Instructional and research operations in these fields should be placed in appropriate categories (10, 80).

50 MANAGEMENT AND ADMINISTRATION TOTAL

51 Management and Administration General

Definition: Consists of activities that provide operational support for the day-to-day functioning of the organization, maintaining the institution's organizational effectiveness and continuity.

Facilities Application: Areas housing administration functions are classified here if they serve the entire institute.

Limitations: Areas housing activities associated with management of specific instructional departments (12, 13) and Building and Campus Services (71) are excluded.

52 Executive Management

Definition: Consists of all central executive level activities and other activities concerned with management and long-range planning of the entire institution, as contrasted with any one function within the institution.

Facilities Application: Includes areas housing such central operations activities as executive direction (the governing board, the chief and senior executive officers), analytical studies, instructional research, and long-range planning.

Limitations: Areas housing administrative data-processing activities (56), fiscal operations (55) and physical plant planning and operations (70) are excluded.

53 Instructional Division Management

Definition: Consists of all activities that provide management, support, and direction for the instructional function. The intent is to provide a well-defined identification of the management function.

Facilities Application: Accommodation of the direction of the instructional functions of the institute and essential support operations are included, e.g., Deans or Directors of Instructional divisions and direct staff.

Limitations: Instructional department heads or chairmen (10) are excluded.

54 Instructional Program Development

Definition: Consists of those activities established to accomplish the planning and developmental activities for future (i.e. subsequent to the current budget period) instructional program. The intent of this is to separate initially from the current operational aspects of the instruction program those activities that may result in instructional offerings at some point beyond the current budget period. This subprogram may be thought of as reflecting investment costs for future instruction program elements.

Facilities Application: Areas that are specifically devoted to course and curriculum development activities are classified here.

Limitations: Areas that cannot be identified separately from the instructional function (10) are excluded.

55 Fiscal Operations

Definition: Consists of central operations and activities related to fiscal control, investments, and functional elements related to the fiscal operations of the institution.

Facilities Application: Includes areas housing activities of the fiscal operations of the institution.

Limitations: Areas housing financial aid (34 - Financial Aid) for the student body are excluded.

56 General Management Services and Personnel

Definition: Consists of activities established to provide central management services, e.g., administrative data processing, functional elements related to student records, admissions and registration and all staff personnel functions including contracts, collective agreements, benefits and conditions of employment.

Facilities Application: Areas housing general administrative activities such as listed in the definition are classified here.

Limitations: Areas housing data-processing activities that serve instructional functions explicitly are more appropriately coded under the instructional support function (24 - Audiovisual Services).

57 Procurement and Central Stores

Definition: Consists of activities established to provide procurement services, supply and maintenance of provisions.

Facilities Application: Includes areas housing activities such as purchasing, central stores, central laundry.

Limitations: Excluded are areas housing the stores of specific organizational units within the institution.

58 Community Relations

Definition: Consists of activities established to maintain relationships with the general community, the institution's alumni and other groups or agencies influencing or influenced by the institute and to conduct activities related to development and fund raising.

Facilities Application: Areas housing community relations activities should be classified here; e.g., the alumni office, the public relations office, information services.

Limitations: Areas housing activities established primarily to provide public service to the community are excluded (16 - Community Education or 63 - Community Service).

60 SPECIAL TOTAL

61 Special General

Definition: Activities which may be viewed as not directly related to the primary role of the institution, which may form a significant secondary role involving external agencies or which are financed independently of normal institutional budgeting procedures whilst providing a unique specialized service.

Facilities Application: This is a catch-all for functions which do not clearly fall into the other categories, some specific examples of which follow in sub-categories.

Limitations: Wherever possible functions directly related to institutional functions should be placed in other categories.

62 Student Residences and Housing

Definition: Consists of activities associated with the student residences and student housing office.

Facilities Application: Includes areas designed to manage and to provide residential accommodation for students.

Limitations: Faculty and staff accommodations are excluded.

63 Community Service

Definition: Consists of activities established to provide general community services, excluding instructional activities. Community-service activities are managed either within the academic departments or elsewhere within the institution and have been established to provide general services to the community at large or special sectors within the community. Community service is concerned with making available to the public various resources and unique capabilities within the institution. Examples of community service may be conferences and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio and television, consultation, and similar activities. Community-service activities are those for which the primary intent for establishing and maintaining the activity is to provide services beneficial to groups and individuals outside the institution.

Facilities Application: Areas housing general community services, excluding instructional activities, are classified here; e.g., offices devoted entirely to arranging such community services and meeting rooms where such services are held or provided.

Limitations: Areas housing activities established primarily for the institution's staff or student body, and housing instructional activities, are excluded.

64 Instructional Operations

Definition: Includes activities that represent operations owned or controlled by the institution and are foreign to, or independent of, the institution's mission.

Facilities Application: Includes areas such as commercial rental property for income, a pancake house, or a spaghetti factory.

Limitations: Areas housing operations controlled by external organizations are excluded.

65 Outside Agencies

Definition: Consists of activities controlled or operated by outside agencies but housed or otherwise supported by the institution.

Facilities Application: Areas such as those occupied by a bank or a telephone company, managed by a company franchised to conduct its own business operations on campus or accommodating an external agency with goals independent of the institute are included.

Limitations: Operations controlled by the institute or by one of its member components are excluded and should be placed appropriately.

70 BUILDING AND CAMPUS SERVICES TOTAL

71 Building and Campus Services

Definition: Consists of activities established to provide services related to the campus grounds and facilities.

Facilities Application: Includes areas housing activities related to the management of development, planning, maintenance and operation of buildings and grounds, operating utility services and modifying existing facilities, campus security and safety services and the institute transportation and material handling services. Includes all areas provided for servicing these functions and for maintaining institute facilities.

Limitations: Includes only areas housing activities of physical plant departments, not the areas maintained by them.

80 RESEARCH TOTAL

81 Research General

Definition: The primary objective of a research function is the creation and dissemination of new knowledge. It consists of activities that have been specifically organized to produce research outcomes commissioned by agencies external to the institution or authorized by units within the institution.

Facilities Application: Facilities housing elements of the research function are to be classified here if they serve the entire function, or under one of the sub-categories listed below if they house specific elements.

Limitations: Facilities housing externally funded educational activities, such as workshop and short courses would normally be considered as Cooperative Extension Service (17).

82 Institutes and Research Centres

Definition: Consists of all research-related activities that are part of a formal research organization typically created to manage a number of research efforts.

Facilities Application: Areas housing formal research organizations created to manage a number of research efforts within the institution are classified under this category.

Limitations: Areas serving research activities normally managed within instructional departments are excluded from this category.

83 Individual or Project Research

Definition: Consists of all research activities normally managed within instructional departments. Includes the various research-related activities created as a result of contracts, grants or specific allocations of instructional resources to conduct specific allocations of instructional resources to conduct studies or investigations of specific scope. Generally, such activities may be identified with principal investigators and should be coded within assigned disciplines. Activities within this sub-category are normally of a temporary nature; i.e., created for a specific period of time, as contrasted with the more permanent nature of a research organization within the institute's and research centre's function.

Facilities Application: Areas housing research-related elements created as a result of contract grants, or specific allocations of instructional resources are classified here; e.g., faculty offices and nonclass laboratories devoted to project research. If the spaces have multiple uses, primary intent should be the guiding factor in classifying them.

Limitations: Areas housing research organizations are not to be classified here.

90 UNASSIGNED TOTAL

Definition: Limited to classification facilities not in use at the time of the inventory.

91 Capable of Use

Definition: Limited to rooms not in use but capable of use at the time of the inventory.

92 Incapable of Use

Definition: Limited to rooms not in use at the time of the inventory because they are incapable of use; for example owing to structural condition or renovation work.

00 NON-ASSIGNABLE

Definition: Limited to classification of non-assignable areas.

Facilities Application: Included only for purposes of completing the function-classification process. Spaces such as washrooms, stairways, corridors, which cannot be assigned to an operational department but which might conveniently be assigned to physical plant operational management should be included. This is useful for plant management purposes.

3.6. Using Agency, Program

3.6.1. Summary

Column No.
40 - 43 PROGRAM CATEGORIES

0000 General Use
0100 Managerial, Administrative & Related
0600 Secretarial, Clerical & Related
0700 Medicine, Health & Related
1200 Teaching & Related
1300 Artistic, Literary, Performing Arts & Related
1600 Services Related
2300 Farming, Agricultural, Horticultural & Dairying Related
2500 Renewable Resources Related
2700 Mining, Quarrying, Oil, Gas & Pollution Control Related
2900 Construction, Building/Housing Related
3300 Engineering, Heavy Construction Related
3400 Drafting
3600 Electrical/Electronics Related
3800 Metal Trades Related
4000 Mechanics Related (Light & Heavy Equipment)
4400 Transport Equipment Operating
4600 Humanities & Social Sciences
4900 Natural Sciences (Biological, Physical & Life Sciences)
5200 Religion
5300 Basic Skill Orientation & Related

3.6.2. Detail

0000 GENERAL USE

0100 MANAGERIAL, ADMINISTRATIVE & RELATED

- 0110 Public Administration
- 0120 Public Administration/Municipal Administration
- 0130 Urban Planning
- 0140 Urban/Regional Planning Technician

- 0150 Finance/Banking
- 0160 Financial Management/Finance & Investment
- 0170 Purchasing Management
- 0180 Credit Management
- 0190 Financial Receptionist
- 0200 General Banking & Teller Training/Bank Teller

- 0210 Business
- 0220 Administrative Management
- 0230 Operations Management/Production Management
- 0240 Business Administration/Management
- 0250 Business Administration (Dogwood)
- 0260 Supervisory Management/Instructional Technology
- 0270 Principles of Supervision/Training Preservation Skills
- 0290 Industrial Management
- 0290 Merchandising/Marketing
- 0300 Marketing Management
- 0310 Salesmanship/Technical Sales Representative
- 0320 Cashier Training
- 0330 Retail Sales
- 0340 Payroll Clerk
- 0350 Women in Management
- 0360 Problem-Solving & Decision-Making
- 0370 Insurance Technology
- 0380 Realty Appraisal

- 0390 Accounting
- 0400 Bookkeeping
- 0410 Accounting Clerk

- 0420 Personnel Management
- 0430 Industrial Records and First Aid
- 0440 Industrial Hygiene Technician

- 0450 Data Processing
- 0460 Data Processing/Computer Programming & Systems
- 0470 Computer Maintenance
- 0480 Keypunch Operator/Data Entry

- 0490 Other
- 0500 Freight Traffic Management
- 0510 Industrial Warehousing

0600 SECRETARIAL, CLERICAL & RELATED

0610 Business Office Training/Business Careers
0620 Clerk Typist
0630 Secretarial
0640 Bilingual Secretary
0650 Typewriting
0660 Secretarial Science (and upgrading)
0670 Secretarial Basic
0680 Junior Stenographer
0690 Executive Secretary/Administration Assistant

0700 MEDICINE, HEALTH & RELATED

0710 Medicine
0720 Medical Doctor/Physician
0730 Nursing/Registered Nurse (and upgrading/refresher)
0740 Nursing Access Program
0750 Psychiatric Nursing
0760 Post-basic Psychiatric Nursing
0770 Nursing Orderly
0780 Practical Nursing
0790 Physiotherapy (and upgrading)
0800 Nursing Aides (general)
0810 Maternity and Pediatrics/Obstetrics (upgrading)
0820 Operating Room
0830 Gerontology Aide/Geriatric Assistant/Intermediate Care Aide (Gerontology)
0850 Health Care Aide
0860 Activity Aide
0870 Respiratory Technology
0880 Orientation for Hospital Care

0890 Dentistry
0900 Dentist
0910 Dental Hygiene
0920 Dental Technician/Dental Mechanic
0930 Dental Assistant/Intra-Oral
0940 Restorative Dentistry

0950 Pharmacy
0960 Pharmacist
0970 Pharmacy Assistant

0980 Medical Technologists
0990 Nuclear Medicine Technology
1000 Medical Radiography
1010 Medical Laboratory Technology
1020 Biomedical Electronics Technology

1030 Other
1040 Environmental Health Technology/Public Health Inspector Training
1050 Hospital Supervision
1060 Health Care Management
1070 Health Data Technology

1080 Medical Stenographer/Medical Office Assistant
1090 Medical Record Science Program
1100 Data Entry
1110 Clerical Health Worker

1120 Community Health Service Worker/Special Care Aide/ Extended Care Worker
1130 Community Independence Training Worker/Developmental Disabilities
1140 Mental Health Aide

1150 Program for the Developmentally Handicapped

1160 Vocational Rehabilitation Counselling

1170 Training Program, Interpreters of Sign Language of the Deaf/ Para-professional Worker with the Deaf

1180 Emergency Medical Assistant

1190 Dietary Aide

1200 TEACHING & RELATED

1210 Teacher Training (Elementary & Secondary levels)
1220 Teacher Assistant Program
1230 Early Childhood Education & Care/Pre-School Teacher Training
1240 Meda Resources Program
1250 Librarianship
1260 Library Technician

1300 ARTISTIC, LITERARY, PERFORMING ARTS & RELATED

1310 Arts in Merchandising
1320 Commercial Illusion
1330 Visual Communications (Sign Painting)

1340 Fine Arts
1350 Fashion Design/Clothing
1360 Retail Fashions/Fashion Merchandising
1370 Power Sewing/Power Sewing (Production)

1380 Applied Communication/Communications Media
1390 Broadcast Communications
1400 Journalism
1410 Communications and Report Writing

1420 Theatre
1430 Theatre Arts/Drama

1440 Film and Film Animation
1450 Photography
1460 Photography Technician

1470 Graphic Arts/Visual Arts
1480 Graphic Design (and upgrading)

1490 Design & Design Research

1500 Interior Design

1510 Music
1520 Music Teachers Program

1530 Wood Crafting

1540 Printing Trades

1600 SERVICES RELATED

1610 Protective
1620 Law
1630 Criminology
1640 Criminal Justice/Criminology
1650 Justice Training
1660 Forensic Worker
1670 Correctional Officer
1680 Law Enforcement
1690 Police Administration
1700 Firefighting
1710 Fire Science

1720 Court Recorder
1730 Court Reporting/Court & Conference Reporting

1740 Legal Assistant
1750 Legal Stenography (and upgrading)

1760 Social Work & Related
1770 Social Work

1780 Community Service Worker/Community & Family Aide/Family Care Worker
1790 Homemaker/Trained Homemaker
1800 Social Service Aide/Welfare Aide Program

1810 Child Care Worker/Child Care Aide
1820 Residential Child Care Program

1830 Home School Coordinator Program
1840 Employment Counselling Aide
1850 Counselling Skills
1860 Vocational Counselling/Counselling/Occupational Information Advisor
1870 Alcohol & Drug Addiction

1880 Personal
1890 Barbering (and upgrading)

2000 Hairdressing
2010 Facials & Manicuring

2020 Shoe Repairing

2030 Funeral Directing/Embalming

2040 Room Maid

2050 Dry Cleaning

2060 Food & Beverage Preparation
2070 Baking (and upgrading)

2080 Food Services Technician/Biol. Sci. Tech.
2090 Cooking/Cook Training (and upgrading)
2100 Cook (Restaurant, Short Order)
2110 Cook (Chinese Cuisine)
2120 Cook Helper

2130 Bartending
2140 Beverages, Alcoholic

2150 Waiter/Waitress Training

2160 Retail Meat Processing (Butchering/Meat-Cutting)

2170 Hospitality Industry
2180 Hotel, Motel, & Food Service Management/Hosp. & Tour Administration

2190 Travel Marketing & Management

2200 Motel, Resort, Trailer Park Management

2210 Travel Counsellor

2220 Recreation
2230 Recreation & Wilderness Leadership/Recreation Leadership
2240 Outdoor Recreation Management
2250 Equestrian Program

2260 Other
2270 Building Service Worker (Janitor)

2280 Multi-Unit Housing Property Supervisor

2290 Floristry

2300 FARMING, AGRICULTURE, HORTICULTURAL & DAIRYING RELATED

2310 Agri-Business Management/Biol. Sci. Tech.
2320 Agriculture (and Agricultural Specialties)

2330 Beef Production

2340 Practical Horticulture
2350 Horticulture/Landscaping Technician
2360 Nurseryman Training

2370 Milker Training
2380 Dairy Herdsman
2390 Nutrition/Animal Health Care

2400 Animal Husbandry

2410 Farrier Training (and upgrading)
2420 Horsemaster Certificate

2500 RENEWABLE RESOURCES RELATED

2510 Marine and Fisheries Skills/Marine Fishing Skills
2520 Network
2530 Fisherman (upgrading)

2540 Forest Resource Technology
2550 Forestry (option)
2560 Wildlife, Wildland & Recreation (option)
2570 Logging
2580 Logging Basic (Interior)
2590 Log Loading & Shovel Operator/Logging Equipment Operator (upgraded)
2600 Training for Setting Chokers/Logging Chokerman
2610 Log Scaling/Grading
2620 Log Sorting & Booming/Sidewinder/Falling & Bucking
2630 Logbuilding Construction
2640 Lumber Grading
2650 Forest Products (Wood/Pulp & Paper)
2660 Sawmill Training/Orientation
2670 Circular Sawfiler/Sawfiling
2680 Fitter & Benchman/Sawfitter

2700 MINING, QUARRYING, OIL, GAS & POLLUTION CONTROL RELATED

2710 Natural Gas & Petroleum Technology

2720 Mining Technology
2730 Mining Equipment Operator
2740 Underground Miner/Mining Underground
2750 Mining Open Pit
2760 Diamond Drilling (and upgrading)
2770 Diamond Driller Helper
2780 Coal Mining
2790 Prospecting
2800 Mine Mechanics Training/Mining Industry Occupations

2810 Heavy Equipment Operator

2820 Chemical & Metallurgical Technology/Pollution Treatment
2830 Water & Wastewater Treatment

2900 CONSTRUCTION, BUILDING/HOUSE RELATED

2910 Engineering (Applied Science)

2920 Architecture

2930 Building Technology

2940 Construction Industry/Estimating, Costing Supervision/ Material Handling

2950 Construction Management

2960 Carpentry
2970 Building Construction
2980 Construction Technician
2990 Carpentry & Joinery
3000 Benchwork & Joinery

3010 Bricklaying

3020 Plumbing

3030 Plumbing & Steamfitting
3040 Pipefitter
3050 Gasfitter
3060 Sprinkler Fitting

3070 Painting & Decorating

3080 Glazier

3090 Drywall Installer
3100 Drywall Finisher

3110 Lathing
3120 Plastering

3130 Cladding

3140 Floorcovering

3150 Insulation Heat & Frost

3160 Roofer/Roofing

3170 Carpet Laying

3180 Tilesetting

3190 Construction Millwright

3200 Electricity/Electrician (and upgrading)

3210 Marketable Skills Programs

3300 ENGINEERING, HEAVY CONSTRUCTION RELATED

3310 Engineering (Applied Science)

3320 Civil & Structural Technology/Civil & Construction Technology
3330 Pre-Cast Moulder & Finisher

  - 3340 Surveying Technology
  - 3350 Survey
  - 3360 Photogrammetry

  - 3370 Boat Building (Wood)

  - 3380 Piledriver & Bridgeman

  - 3390 Blasting Program

- 3400 DRAFTING

  - 3410 Architecture

  - 3420 Drafting
  - 3430 Architectural Drafting
  - 3440 Architectural & Mechanical
  - 3450 Architectural & Structural
  - 3460 Civil & Municipal Drafting
  - 3470 General Drafting
  - 3480 Map Drafting
  - 3490 Mechanical Drafting
  - 3500 Steel Design Detailer
  - 3510 Structural Drafting
  - 3520 Computer Assisted Municipal Drafting

- 3600 ELECTRIC/ELECTRONICS RELATED

  - 3610 Electrical/Electronics & Instrumentation Technology
  - 3620 Instrumentation (and upgrading)
  - 3630 Telecommunications
  - 3640 Electronic/Electrical Security Systems

  - 3650 Electricity & Industrial Electronics
  - 3660 Lineman
  - 3670 Tree Trimmers for Line Clearance

  - 3680 Electronics/Electro-Mechanics
  - 3690 Electrical Construction
  - 3700 Electrical Industrial
  - 3710 Electrical Motor Winding

  - 3720 Electronics, Marine (upgrading)

  - 3730 Electronics, TV & Radio Technician
  - 3740 Community Antenna Television
  - 3750 Electronics Technician (and upgrading certificate program)

- 3800 METAL TRADES RELATED

  - 3810 Metal Fabrication

  - 3820 Boilermaker (Erection)

  - 3830 Ironworker

  - 3840 Sheet Metal Work

3850 Steel Fabrication
3860 Steel Trades (upgrading)
3870 Steel Shipbuilding

3880 Welding (and upgrading)
3890 Welding Pipeline

3900 Machinists & Related
3910 Machinist (and upgrading)
3920 Machine Operator (upgrading)
3930 Machine Shop

3940 Millwright

3950 Other
3960 Foundry/Moulder

4000 MECHANICS RELATED (LIGHT & HEAVY EQUIPMENT)

4010 Engineer (Applied Science)

4020 Aircraft Maintenance & Repair
4030 Aircraft Component(s) Maintenance Training

4040 Automotive Body Repair
4050 Autoframe Straightening/Frame Straightening

4060 Automotive Mechanical Repair

4070 Tire Repair & Servicing

4080 Appliance Servicing/Repair
4090 Refrigeration
4100 Furnace Installers & Related

4110 Small Engine Repair (and upgrading)
4120 Inboard Outboard Engine Mechanics

4130 Radio & Television Repair

4140 Office Machine Mechanics/Repair

4150 Musical Instrument Repair Technician

4160 Motor Cycle Repair
4170 Motor Cycle Mechanics

4180 Locksmith Training

4190 Partsman

4200 Heavy Duty Mechanics
4210 Airbrake Certificates
4220 Heavy Duty & Automotive Specialists
4230 Heavy Duty Mechanics (Farm Mechanics)
4240 Farm Machinery Repair

4250 Heavy Equipment Maintenance Technician Training
- -Shovel Mechanics
- -Earth Moving Equipment Mechanics
- -D-9 (and larger) Mechanics
- -Transport Mechanics

4260 Marine Engineer Repair & Maintenance
4270 Marine Engineering (and upgrading)

4280 Mechanical Technology

4290 Power Engineering (Steam Engineer) (and upgrading)
4300 Power & Process Engineering
4310 Diesel Engine Mechanic
4320 Diesel Engineering
4330 Electric Generator Systems Mechanic
4340 Pipeline Mechanic
4350 Maintenance Mechanic (Pipeline Industry)
4360 Maintenance Mechanic

4370 General Mechanics

4400 TRANSPORT EQUIPMENT OPERATING

4410 Aviation

4420 Nautical Training (upgrading)
4430 Radar Observer
4440 Deckhand
4450 Conversion
4460 Ocean & Coast Navigation
4470 Master
4480 Watchkeeper Mate
4490 Traffic Control/Marine Traffic Controller

4500 Marine Emergency Duties (Firefighting)

4600 HUMANITIES & SOCIAL SERVICES

4610 Archaeology
4620 Anthropology
4630 Sociology

4640 Architecture

4650 Asian Area Studies
4660 Canadian Studies

4670 Business Administration

4680 Classical Studies

4690 Communications

4700 English
4710 Linguistics

4720 Modern Languages & Literature

4730 Criminology

4740 Economics
4750 Political Science
4760 History

4770 Environmental Studies

4780 Librarianship

4790 Law

4800 Music

4810 Social Work

4820 Theatre

4830 Philosophy

4840 Psychology

4850 Women's Studies

4900 NATURAL SCIENCES (BIOLOGICAL, PHYSICAL & LIFE SCIENCES)

4910 Applied Science (Engineering)

4920 Astronomy

4930 Bacteriology

4940 Botony

4950 Biochemistry

4960 Biology

4970 Computer Science

4980 Chemistry

4990 Ecology

5000 Forestry

5010 Geography

5020 Geology

5030 Geophysics

5040 Marine Sciences

5050 Mathematics

5060 Microbiology

5070 Oceanography

5080 Physics

5090 Physical Education

5100 Zoology

5200 RELIGION

5210 Religious Studies

5300 BASIC SKILLS ORIENTATION & RELATED

5310 Assessment & Orientation for Status Indians/Native Indian Assessment Program

5320 College Preparatory
5330 Basic Training for Skill Development
5340 Generic Skill/Life Skills
5350 Literacy
5360 Basic Job Readiness Training
5370 Reading & Study Skills
5380 Occupational Orientation & Work Activity/Work Training
5390 Social Orientation

5400 Employment Orientation for Women
5410 Work Assessment
5420 Women's Apprenticeship Exploratory Program

5430 English Language Training

5440 Vocational Orientation for the Deaf/Hearing Impaired
5450 Vocational Orientation for the Hard of Hearing

5460 Assessment for the Handicapped

5470 Adult Secondary School Completion Program
5480 General Education Development Testing Program (G.E.D.)

5490 Pre-Technical Training

5500 Metric Systems

3.7. Station Type

Column No.

49 Codes

A = Tables & Chairs
B = Layout-tables (bigger than 30"x60")
C = Movable tablet arm chairs
D = Fixed tablet arm chairs
E = Fixed chairs
F = Movable chairs
G = Drafting tables
H = Carrels
I = Laboratory Benches (movable & fixed)
J = Desks (with 1 or 2 pedestals) & chairs
K = Other

NOTE: N/A is not an input value. It is printed by the program where a blank was inputed.

Possible Problems:

Mixed Station Types:

How is a mixture of station types in one classroom coded? For example, tables and chairs mixed with tablet arm chairs.

Take, by observation, the predominant station type and apply the appropriate code.